NAME OF COMMITTEE	*PROGRAM REVIEW COMMITTEE (PRC) {bc_prc@bakersfieldcollege.edu}*
COMMITTEE CHARGE	In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness and future planning for instructional, student services, administrative, and operational areas. PRC provides training, feedback, commendations, and recommendations related to the program review process. The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees and by improving our own processes. The committee reports monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year. In support of the College's Mission and Institutional Learning Outcomes, the Program Review Committee (PRC) facilitates a transparent and broad annual, systematic self-assessment of institutional effectiveness and budget planning for instructional, student services, administrative, and operational areas. PRC provides feedback and training related to the program review process. The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees and by improving our own processes. PRC advises on the inclusion of new programs into the Program Review process. The committee communicates out to the campus and the community. PRC reports monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year. Committee members will: ▪ Attend meetings regularly. ▪ Participate in committee training. ▪ Provide training for programs undergoing Program Review. ▪ Review each program's document, verify the validity, and complete the forms associated with the Program Review process. ▪ Evaluate the processes used for Program Review annually and modify as necessary to meet the needs of the institution. ▪ Participate in the Accreditation Standard Subcommittees as individual schedules permit. ▪ Prepare summary reports for submission to the President, College Council, and Academic Senate and Academic Senate President
SCOPE OF AUTHORITY	Program Review recommendations will be a primary source of information to develop institutional planning as related to enhancing student learning and administrative unit outcomes.
REPORTS TO	Academic Senate, College Council, & Administration Council
COMMUNICATES WITH	College President, the Curriculum, Assessment, Accreditation & Institutional Quality, ISIT, Facilities, Budget, and Professional Development Committees, Faculty Chairs & Directors Council, and college community

MEMBERSHIP	The Program Review Committee (PRC) will have one faculty co-chair and one administrative co-chair, and one classified co-chair. Committee composition will include faculty appointed by the Academic Senate with representation from each of the instructional departments as well as liaison from the Curriculum and Assessment Committees, and a representative from the Faculty Chairs/Directors Council (FCDC).
	
	Up to 4 classified staff appointed by CSEA. CSEA recommends the following representation:
	    1 Student Affairs
	    1 Instructional
	    1 Administrative
	    1 CSEA president or designee
	Up to 4 administrators appointed by the College President. The committee recommends the following representation:
	    1 Student Affairs
	    1 Instructional
	    1 Facilities
	    1 At Large
	 Institutional Research Representative (ex-officio)
	1 student representative appointed by the Student Government Association (SGA).
	
	This will achieve the ideal composition of at least 50% faculty and no more than 25% each of classified staff and administrators. If the Academic Senate deems more (or fewer) faculty are necessary to the operation of the committee, the composition percentage must apply and classified and administrative membership adjusted accordingly. Training in the process of program review at Bakersfield College will be provided for committee members.
	
	Members are encouraged to serve for a term of at least three years and may serve more than one term.