

**Proposed: April 28, 2015**

NAME OF COMMITTEE	<b>PROGRAM REVIEW COMMITTEE (PRC) {bc_prc@bakersfieldcollege.edu}</b>
COMMITTEE CHARGE	<p>The Program Review Committee (PRC) will help ensure the institution has a systematic way of reviewing effectiveness in improving instructional programs, student services, and administrative/operational areas; act as a resource and provide training to programs scheduled for review; and provide recommendations, commendations, and budget implications in response to reviews completed.</p> <p>Committee members will:</p> <ul style="list-style-type: none"><li>▪ Attend meetings regularly.</li><li>▪ Participate in committee training.</li><li>▪ Provide training for programs undergoing Program Review.</li><li>▪ Review each program's document, verify the validity, and complete the forms associated with the Program Review process.</li><li>▪ Evaluate the processes used for Program Review annually and modify as necessary to meet the needs of the institution.</li><li>▪ Participate in the Accreditation Standard Subcommittees as individual schedules permit.</li><li>▪ Prepare summary reports for submission to the President, College Council and Academic Senate and Academic Senate President.</li></ul>
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
COMMUNICATES WITH	<b>College President, Governance and Non-Governance Committees</b>
MEMBERSHIP	<p><b>The Program Review Committee (PRC) will have one faculty, one classified and one administrative co-chair.</b></p> <p>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).</p>

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.

*Approved by College Council, August 29, 2014*

*Approved by Academic Senate, September 3, 2014*