

DRAFT, October 24, 2016

NAME OF COMMITTEE	PROGRAM REVIEW COMMITTEE (PRC) {bc_prc@bakersfieldcollege.edu}
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>In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness 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. The committee reports to College Council annually at its last meeting of the calendar year.</p> <p>Committee members will:</p> <ul style="list-style-type: none"> ▪ 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 Annual Program Review (APR) 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 APR 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
COMMUNICATES WITH	College President, the Curriculum, Assessment, Accreditation Steering & Institutional Quality, ISIT, Facilities, Budget, and Professional Development Committees, Faculty Chairs & Directors Council, and college community (reordered and added committees)
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 8 full-time faculty appointed by the Academic Senate, with representation in the following areas:~~

- ~~_____ 1 Career and Technical Education (CTE)~~
- ~~_____ 1 General Education (GE)~~
- ~~_____ 1 Basic Skills~~
- ~~_____ 1 Student Services~~
- ~~_____ 1 Library~~
- ~~_____ 1 Faculty Chair and Directors Council (FCDC)~~
- ~~_____ 1 Assessment Committee Liaison~~
- ~~_____ 1 at large~~

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 Services-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 Services-Affairs
- 1 Instructional
- 1 Facilities
- 1 Information Technology 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.

Revision Approved by the Academic Senate 02-13-13

Draft, August 26, 2014

Approved by Executive Board 11/9/2016

To be reviewed by College Council 11/17/2016

To be reviewed by Academic Senate 11/30/2016