

**CITRUS COLLEGE
PROGRAM REVIEW COMMITTEE
2020-2021 PURPOSE STATEMENT**

The Program Review Committee is a standing committee of the Citrus College Steering Committee. The purpose of the committee is to:

- facilitate development, implementation, and assessment of student learning outcomes (SLOs) across the campus community.
- provide a resource to both instructional and non-instructional programs in all matters related to student learning outcomes and assessment and to make collegial and collaborative recommendations that enhance program effectiveness.
- provide guidance, training, support, and oversight on matters related to the four areas of program review:
 - Academic Support
 - Institutional Support
 - Instruction
 - Student Services

The committee works in cooperation with the Institutional Effectiveness Committee (IEC) to ensure that program review is the vehicle for systematic integration of student learning and completion information, program needs, and recommendations on college resource allocation and institutional planning processes. The committee monitors, reports on, and recommends improvements to program review processes. It advances the college mission, vision and values by promoting excellence in programs and services offered by Citrus College.

CONTINUING RESPONSIBILITIES

1. Track and analyze resource requests from program review reports to their next level of review (division or other); catalog sources of funding or other allocation, including consideration and action by the Financial Resources Committee.
2. Implement changes resulting from analysis of surveys and focus groups conducted by the Institutional Effectiveness Committee.
3. Review, assess, and revise SLO assessment and program review processes.
4. Oversee and recommend best practices regarding SLOs and assessment for the college.
5. Work with the General Education (GE) Committee and Faculty Learning Institute to conduct the GE Assessment.
6. Maintain public information on program review and student learning assessment.
7. Ensure compliance with ACCJC (accreditation) standards.*
8. Support advancement of the 2016-2021 Strategic Plan.

9. Approve and maintain lists of programs completing program review and a master calendar for program review cycles.
10. Review and revise templates for all program review reports.
11. Review and/or draft Board Policies and Administrative Procedures for program review.
12. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.
13. Review and report recent actions on recommendations from program review.

RESPONSIBILITIES IN 2020-2021

1. Work toward aligning with the Guided Pathways framework.
2. Provide support and guide continuing improvements for the use of Taskstream for SLO assessment, program review, and related processes.
3. Monitor impacts of emergency disruptions on program needs.

FREQUENCY OF MEETINGS

Scheduled once monthly on Fridays during the primary terms from 10:00 a.m. – 11:30 a.m.

COMMITTEE MEMBERSHIP (16):

The following or their alternate will serve as voting members of the committee:

- Program Review Coordinator (co-chair) – Brian Anderson
- Student Learning Outcomes Assessment Coordinator (co-chair) – Gordon McMillan
- Academic Senate President – Gino Munoz
- Curriculum Committee Chair – Lisa Villa
- Director of Institutional Research, Planning, and Effectiveness – Dr. Lan Hao
- Vice President of Academic Affairs – Dr. Arvid Spor
- Vice President of Student Services – Dr. Martha McDonald
- Director of Fiscal Services – Wade Ellis
- Additional representative from Academic Affairs – John Vaughan
- Additional representative from Student Services – Dr. Maryann Tolano-Leveque
- Additional representative from Academic Support – Dr. Dana Hester
- Additional representative from Institutional Support – Eric Magallon
- Additional faculty representative – Dave Kary
- Additional faculty representative – Sarah Bosler
- Classified staff representative – Yueyi Huang
- ASCC representative

* (ACCJC Standard I.A.2, I.A.3, I.B.1, 1.B.3, 1.B.4, 1.B.5, 1.B.6, 1.B.8, 1.B.9, I.C.3, and E.R.19, II.A.1, II.A.3, II.A.5, II.A.7, II.A.11, II.A.12, II.A.13, II.A.14, II.A.15, II.A.16, II.B.3, II.C.1, II.C.2, III.A.7, III.A.9, III.B.3, III.C.2, III.D.5, III.D.8, IV.A.2)