

CITRUS COLLEGE – PROGRAM REVIEW COMMITTEE 2023-2024 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) and service area outcomes (SAOs) across the campus community.
- provide guidance, training, support, and oversight on matters related to the four areas of program review:
 - Academic Support
 - Institutional Support
 - Instruction
 - Student Services

The Program Review Committee works in collaboration with the Institutional Effectiveness Committee (IEC) to ensure that program review is the vehicle for the systematic integration of: data on student learning and completion of educational goals; the identification of program needs; institutional planning; and resource allocation. The committee monitors, reports on, and recommends improvements to program review processes. It advances the mission, vision, and values of Citrus College by promoting excellence in programs and services.

CONTINUING RESPONSIBILITIES

1. Oversee and recommend best practices regarding program review and SLO/SAO assessment.
2. Examine all SLO/SAO assessment and program review processes. Revise processes as needed to ensure continuous improvement, in compliance with ACCJC (accreditation) standards.*
3. Maintain public information on program review and SLO/SAO assessment.
4. Support advancement of the 2021-2026 Strategic Plan and the 2020-2030 Educational and Facilities Master Plan.
5. Approve and maintain lists of programs completing program review and a master calendar for program review cycles.
6. Review and revise templates for all program review reports.
7. Review and/or draft board policies and administrative procedures for program review.
8. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.

9. Ensure clear processes for the advancement of resource requests to their next level of review (division or other).

RESPONSIBILITIES IN 2023-2024

1. Work toward aligning with the Guided Pathways framework.
2. Provide support and guide continuing improvements for SLO/SAO assessment, program review, and related processes.
3. Search for alternative software platforms that may be more efficient and user-friendly than Taskstream.
4. Collaborate with the Director of DEI to improve data analysis and planning related to diversity, equity, and inclusion.
5. Examine the new ACCJC standards (effective July 1, 2023).

FREQUENCY OF MEETINGS

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

COMMITTEE MEMBERSHIP (17):

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

- Program Review Coordinator (co-chair) – Dan Volonte
- Student Learning Outcomes Assessment Coordinator (co-chair) – Dr. Catie Besancon
- Academic Senate President – Jeremy Clark
- Curriculum Committee Chair – Lisa Villa
- Director of Institutional Research, Planning, and Effectiveness – Dr. Lan Hao
- Vice President of Academic Affairs – Dr. Dana Hester
- Vice President of Student Services – Dr. Richard Rams
- Vice President of Finance and Administrative Services – Claudette Dain / Wade Ellis
- Additional representative from Academic Affairs – Salima Allahbachayo
- Additional representative from Student Services – Dr. Maryann Tolano-Leveque
- Additional representative from Academic Support – John Vaughan
- Additional representative from Institutional Support – Eric Magallon
- Additional faculty representative – Dr. Dave Kary
- Additional faculty representative – Sarah Bosler / Elizabeth Cook
- Classified staff representative – Yueyi Huang
- TeCS representative – Sean Osborn
- ASCC representative

* Revise processes as needed to ensure continuous improvement, in compliance with ACCJC (accreditation) standards (ACCJC 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4, 3.6, 3.9)