Program Review Committee Charter
Foothill College

Suggested Revisions September 17, 2014- **additions in <u>underline</u>**

Membership:
The Program Review Committee will consist of nine to twelve members appointed through the Academic, Classified Senates and the President's Office (3 or 4 of each), and a student advisory member. Constituent groups are strongly encouraged to appoint members representative of all ~~three~~ <u>four</u> Core Missions, as well as a wide range of college programs, including but not limited to: student services, cross divisional support services such as the Library, and instruction. Senate presidents will confer with each other to ensure that membership is balanced and representative. "Expert" resources will be consulted as needed, such as the SLO coordinator, CCC faculty co-chair, articulation officer, director of facilities, and Chief Financial Officer.

Charge:
Program review is the process by which instructional and non-instructional programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes related to student learning and institutional effectiveness.

The Foothill College Program Review Committee (PRC) will be responsible for evaluating (comprehensive) program reviews. The PRC will also evaluate <u>mandated remediation plans as they arise, to determine whether they represent a viable plan for improvement towards achieving program and college goals.</u>

Role:

• The Program Review Committee will evaluate all regularly scheduled comprehensive program reviews. In addition, the PRC will assess all programs that have been identified for an out-of-cycle <u>comprehensive</u> review ~~during their annual review~~ ~~and any program on remediation~~ <u>and any program remediation plans as described below</u>. Using program review data, the PRC will categorize each program as Green, Yellow, or Red. The PRC will present a summary of their evaluations and recommendations to PaRC.

PRC recommendations to PaRC will include:

I.   Color categorization (green, yellow, or red)

II.   Areas of commendation and / or concern

III.   Recommendations for follow-up by the program, to include:

Continuing or resuming the regularly scheduled 3-year comprehensive program review cycle

An out-of-cycle comprehensive program review with remediation plan

Annual program review with remediation plan

IV.   The nature and timing of the remediation plan (if one is recommended), including:

When it is due (e.g. end of June in current year, or the next fall quarter, etc).

Who will initially review the plan (e.g. submitted to the supervising administrator by the end of June with PRC reviewing an update in the fall, or plan submitted to PRC in the fall).

Whether the remediation plan should explicitly identify goals, benchmarks and timelines for improving areas of concern, or whether it should focus on a follow-up response to sections in need of clarification / rewriting.

- Any program receiving a Yellow or Red will have the opportunity to respond to this rating at PaRC. (This bullet was added at the PaRC 12/5/12 meeting)

- PaRC may accept the some or upe(y)-12(the)u 1.80

Colors and Definitions:
• Green signifies the program is recommended to continue in the regular program review cycle.

• Yellow signifies that trend analysis indicates the program is not meeting targets and/or indicators identified within the program review document, or that the program review document is incomplete.

• Red signifies that trend analysis indicates a notable and persistent decline in viability, an abrupt change to one or more of the targets and/or indicators, or that a program previously categorized as yellow has not successfully implemented its remediation plan.

~~**Remediation Process**:~~
~~When any program is categorized by PRC as Yellow or Red, the program faculty and staff must collaborate with administrators to develop a remediation plan to~~