Program Review Committee

Notes

October 1, 2024

L 160

Zoom

<https://us06web.zoom.us/j/98293998893>

# List of Membership

## Co-Chairs:

Faculty Co-Chair: Kim Nickell

Administrator Co-Chair: Kristin Rabe

Classified Co-Chair (?):

## Members:

Victor Diaz, Laura Luiz, Amanda Tumblin, Andrea Bridges, Jalisca Thomason, Neeley Hatridge, Katie Ganster, James McGarrah, Nancy Mai, Keri Johnson, Michelle Hart/Scott Dameron, Anna Melby, Steve Waller, Isaias Hernandez, Tina Cummings, Kim Arbolante, Tim Lafondez, Cristal Rios, Nathan Kline, Josh Ottum, Keith Wolaridge, Tom Moran, Jordan Rude

# Scheduled Meeting Dates/Times

* Location L160 and [Zoom](https://us06web.zoom.us/j/98293998893)

# Called to Order

* Who called it to order and at what time?
	+ **Kim Nickell**
	+ 3:33pm
* Note taker ([link to sign up](https://docs.google.com/document/d/1PPJ0shnrnXOtsjieoL8Addrh87Zfs8MY/edit?usp=sharing&ouid=111137732693986250394&rtpof=true&sd=true))
	+ **Timothy Lafondez**

# Approval of Agenda

* Approval of Agenda
	+ (Motion/First/Second/Approved?)

# Approval of Meeting Minutes

* Approval of Meeting Minutes
	+ (Motion/First/Second/Approved?)

# Agenda Items

* Welcome
* Introductions
	+ General introductions from all members in attendance
* Committee Charge (Kim)
	+ We are a Standing Committee
	+ Keeping Program Review relevant and accessible to all campus members by updating Charge annually
		- Charge was read aloud to group, and some parts explained in more detail
		- Consensus that the Charge still fits the work of the Committee
			* **Kim Arbolante** discusses grammatic inconsistencies; helps order the list of items the Committee covers
				+ **Kim Nickell** will present updates to Academic Senate
			* **Kim Nickell** discussed each working process of the Charge to ensure the Committee still covers each part
		- “Closing the Loop” has been a fundamental part of Program Review
			* Helps Bakersfield College maintain best practices for Accreditation purposes
				+ Program Review is a critical part of Standard 1 and 2
	+ Every Program Review that has been completed within the past ten years is available as a resource on the Program Review website
		- Was able to locate Program Reviews all the way back to 2009/2010 AY to make them available
			* Recommendation to include “community at large” because we make these documents accessible on the public website
	+ Request to fix the Member list where Academic Senate line is separated
		- **Kim Nickell** will update the list
	+ Some items in Report To may no longer be relevant
		- COVID changed some operational processes
		- **Kim Nickell** has reached out to campus constituencies to update and verify some processes
		- Question on Reports To - Administrative Council
	+ **Kim Nickell** recommends Committee Members attend yearly trainings once a year
		- One reason is that transitioning to Canvas may modify some items in the Charge and how we facilitate Program Review
			* We will need to be adaptive
	+ Review of Membership indicates Classified Co-Chair has not been present in some time
		- Also absent are a representative of the Faculty and Chair/Directors Council
		- Need classified staff on Program Review Committee
			* **Kim Nickell** will correspond with CSEA President to solicit members
		- Updated to include FAS
		- Request to present about importance of allowing classified staff time to participate in Committees
		- Request to review “ex-officio”
* Resource Requests (Kristin)
	+ Request to review where TEAs might be located
		- Temporary requests are not included in PR
* Updating documents
	+ PRC Budget Connection

# Meeting Adjourned

4:40pm