**PCCD 2014 – 2016 Program Review Task Force**

**Summary Report**

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**June 20, 2016**

**Introduction**

The Peralta Community College District Program Review Task Force was created late in the fall of 2014 for the purpose of reviewing, updating and improving district-wide program review documents and processes. This was deemed necessary since program review documents had not been reviewed and/or updated since their development in 2007. Additionally, during the spring of 2016, the task force conducted validation of the District Service Center Administrative Program Reviews.

From its onset, the program review task force met monthly, and in many months, met twice each month, in order to complete its work in a timely manner. All documents, including new handbooks and templates, task force meeting notes, and validation documents, are posted on the District Program Review website and can be accessed at

<http://web.peralta.edu/programreview/>

**Task Force Members**

Throughout the twenty months of the program review task force’s existence, the composition of the task force changed slightly due to the changing schedules of some of the individuals. Faculty were appointed by the District Academic Senate, informed by recommendations from each respective college senate. Administrators were appointed by Interim Associate Vice Chancellor/Special Assistant to the Chancellor, Linda Sanford. Upon her retirement, the Interim Associate Vice Chancellor was retained as a consultant to ensure completion of the work of the task force. She convened all meetings, took meeting notes, and aggregated all recommendations into the new and revised handbooks, templates, and other documents.

2014-2015 Task Force Membership

Dr. Joseph Bielanski (Berkeley City College), Articulation Officer

Dr. Diana Bajrami (College of Alameda), Economics and SLO Coordinator

Tim Karas (College of Alameda), Vice President of Instruction

Cheli Fossum (Laney College), Chemistry and SLO Coordinator

David Mitchell (Laney College), ESL and SLO Coordinator

Louis Quindlen (Laney College), CTE

Dr. Steve Pantell (Merritt), Counseling

Interim Associate Vice- Chancellor Linda Sanford

2015 – 2016 Task Force Membership

Dr. Joseph Bielanski (Berkeley City College), Articulation Officer

Rochelle Olive (College of Alameda), Faculty Senate President

Tim Karas (College of Alameda), Vice President of Instruction

Cheli Fossum (Laney College), Chemistry

Louis Quindlen (Laney College), CTE

Dr. Mario Rivas (Merritt College), Faculty Senate President

Samantha Knappenberger (Merritt College), Researcher

Consultant Linda Sanford

Additional review and input regarding the program review handbooks was provided by:

Dr. Fabian Banga (Berkeley City College), Distance Education Coordinator

Jenny Lowood (Berkeley City College), English and SLO Coordinator

Tram Vo-Kumamoto (Berkeley City College), Vice President of Instruction

Toni Cook (College of Alameda), Dean of Student Services

Rick Greenspan (College of Alameda), CTE

Adela Equivel-Swinson, Associate Vice Chancellor of Student Services

**Program Review Task Force Accomplishments**

The program review task force completed the following items during its existence between Fall 2014 and the end of the Spring 2016. All documents are posted online at

<http://web.peralta.edu/programreview/>.

* New District Program Review webpage
* PCCD Calendar for Planning and Program Review
* 2015 Counseling Program Review Handbook
* 2015 CTE Program Review Handbook
* 2015 Instructional Program Review Handbook
* 2015 Library Services Program Review Handbook
* 2015 Non-Instructional Program Review Handbook
* 2015 District Service Center Program Review Handbook
* Annual Program Update Template (May 20, 2016)
* Program Review Users Survey
* Program Review Users Survey Results Report
* Program Review Task Force Recommendations for the District Academic Senate and District-wide Education Committee
* 2014-2016 Program Review Task Force Summary Report
* Validation of the District Service Center’s Program Review Reports

**Program Review Task Force Recommendations**

The following recommendations were developed by the program review task force and distributed to the District Academic Senate and District-wide Education Committee in May, 2016.

* Create a permanent District-wide Program Review Committee. This should be a subcommittee of either the District-wide Education Committee or the Planning and Budgeting Council.
* Revise the college Program Review Handbooks to include fewer redundant questions, correct typos, make the planning/goal setting questions more relevant, make the resource requests pages more user friendly.
* In the Program Review Handbooks, revise the goal setting template to include alignment with college-wide and/or District planning goals, the timeline for reaching goals, and the steps or activities in attaining the goals.
* Revise the District Service Center Administrative Unit Program Review Handbook to include more specific directions for each section.
* Be the lead in validation of District Service Center Program Reviews and APUs each and every year.
* Expand the Annual Program Review Planning Calendar to include more specificity regarding the submission of documents to the District participatory governance committees each year.
* Require that each college provide annual summaries and prioritized lists that include all of the components in the program review and APU documents, not just resource requests.
* Create a flow chart and documents that explain the overall program review/APU process specifically to depict how the results are integrated into budgeting and program improvement.
* Every year, conduct a survey of all constituencies participating in the program review/APU process to obtain feedback on improving the overall process.
* Conduct multiple training opportunities for the researchers on the data components in the program review and APU documents and the Annual Program Review/APU calendar.
* Conduct training for all Deans/VPs on the components in the program review and APU documents and the Annual Program Review/APU calendar each year.
* Provide flex-day workshops every semester for faculty on the components and calendar for Program Review and APUs.
* Provide multiple trainings for all faculty and staff on the components in all of Curricu-net-Meta modules.