Co-chairs: Bob Klier, Karen Whitney
Attendees: Chris Gold, Chris Jeffries, Carolyn Pineda, Joshua Rosales, Chris Wells.

1. APRC Committee Membership
   - Committee members asked for additional members to represent the Industry and Technology areas as well as CTE areas. Bob Klier will contact I&T division for possible additional members.
   - Bob Klier will confirm with Compton campus who will represent CEC on the committee.

2. Review PR schedule
   - Proposed Fall 2014 APRC dates were reviewed and approved by the committee.
   - Faculty leads for several programs are to be determined.

3. Review PR Timeline
   - Committee members requested that the timeline direct faculty to submit the completed program review to APRC co-chairs and the division office. Bob Klier and Karen Whitney will make the change and submit to APRC for approval.
   - Committee members requested a "sign-off" sheet for program and division colleagues to indicate that they had reviewed the program review document. Review would not necessitate agreement with the program review, but would document that colleagues had input into the program review process. Bob Klier and Karen Whitney will create a sheet and submit to APRC for approval.
   - Committee members asked for a dissenting opinion option to be added to the template. This would allow program faculty and/or division colleagues to attach a divergent opinion to the program review. Bob Klier and Karen Whitney will revise the template and submit to APRC for approval.

4. Health and Athletic Sciences review issue
   - Nursing, Radiological Technology, and Respiratory Care programs all undergo extensive program review activities as part of separate accreditation processes. These programs have requested that they be able to streamline the program review process as much as possible. Committee members decided that these programs must still complete a full program review, following the template as much as possible. Using material generated for other review/accreditation processes is acceptable as long as acknowledgment is given for source of material.

5. Orientation Sessions
   - Two orientation sessions will be scheduled: 2/20 and 2/27, from 1:00-2:00pm in the Library West Basement. APRC members will be present to guide faculty leads through the template, data sets, and other materials. Bob Klier and Karen Whitney will reserve rooms, notify faculty, and prepare materials.

6. Amend template: inclusion of student feedback
   - Bob Klier requested inclusion of a student feedback section in the program review template and presented a draft of a survey. Institutional Research and Planning can help develop a standard set of questions for programs to use during program review; programs would, in the future, be able to add on program-specific questions.
   - Committee members asked for removal of 'Instruction' section of survey draft. Chris Gold offered that the RP Group's Student Success categories (i.e. Nurturing, etc.) might provide more useful survey questions. Committee members asked that questions be

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written in a more accessible format, one from a student's point of view. Bob Klier and Karen Whitney will revise the survey and re-submit to APRC.
- The program review template and survey must go to Academic Senate for review and approval.

7. Reach out to CTE researcher in IRP
- Bob Klier noted that a new CTE Researcher is working in IRP. The new researcher will work with the committee on CTE questions, data, and analysis.

8. TracDat: potential link to PR and Planning
- Bob Klier and Karen Whitney announced that a Program Review and Planning group has been formed in order to research the possibility of using TracDat for program review and planning purposes. The group has met once so far and will meet on 2/13 to review how Shasta uses TracDat for program review.

9. Additional Items
- Chris Gold requested suggestions for programs to participate in the Student Success showcase at Academic Senate. Committee members offered possibilities including Journalism, Automation and Robotics, Geology, and Child Development.
- The Academic Senate plans on writing a short "Successful Programs" paper which will be included in future APR materials. The paper would combine the RP Group summary of what students say they need to succeed with examples of best practices at ECC.