Committee/Council/Senate Report

Committee - Institutional Program Review

Purpose Statement: The purpose of the Institutional Program Review Committee:

1.Make recommendations to District Governance Senate on policies and procedures related to program review.

2. Develop the program review template, ensuring alignment with the District mission, accreditation standards, and district planning.

3. Conduct annual assessments of its own processes.

Membership: Jonna Schengel-Co-Chair, Administration

Thea Trimble - Co-Chair, Faculty

Christian Anderson - Faculty

Joni Jordan - Faculty

James McDonnell - Faculty

David Hurst - Faculty

Vacant - Faculty

Jessica Morrison - Administration, Student Services

Ashley Muniz- Classified

Catherine McGuire - Classified

Ahsen Baig - Classified

Dali Ozturk - Director, Resource, Planning, & Effectiveness

Christopher Poo-student representative

Initiatives	Evaluations	Results	Actions
Tracdat & Program Review 2015-2016 - IPRC membership will collaborate with the Tracdat Work Group on the new version of Tracdat 5.0, become familiar with version 5.0, and revise the instruction manual prior to Spring 2016 training. **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	Directly related to Outcome	**Report Type:** End-of-Year **Result:** Satisfactory IPRC revised and edited the PR/Trac Dat Training manual to accommodate the transfer to Trac Dat 5.0. The manual was sent out through COS e News as well as uploaded to the IPRC website. (08/17/2016)	
		Report Type: End-of-Year **Result:** Satisfactory IPRC revised and edited the PR Training manual to accommodate Trac Dat 5.0. The manual we sent out through COS e News as well as uploaded to the IPRC website. (05/18/2016)	**Action:** PR Trac Dat 5 Training manual has been uploaded to the IPRC website and distributed through COS E News. (05/18/2016)

Meet with Budget and IPEC-2015-

Initiatives	Evaluations	Results	Actions
2016 - Meet at least once a semester with Budget and IPEC to review shared connections. **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	**Directly related to Outcome**	**Report Type:** End-of-Year **Result:** Satisfactory IPRC, IPEC and Budget Committee met in a combined meeting to discuss changes and edits to the governance, planning and resource allocation manuals; as well as discuss the COS 2.0 model for integrated planning in regards to the integrated work done by each committee. (05/18/2016)	**Action:** Changes recommended by IPRC to the governance, planning, and resource allocation manuals were submitted through the District Governance monthly report adn turned in to the office of the VP of Student Services, who serves as the District Governance co-chair, in May 2016. (08/17/2016) **Action:** Changes recommended by IPRC to the governance, planning and resource allocation manuals were submitted through District Governance monthly report and turned in to the office of the VP of Student Affairs, who serves as the co-chair, in May 2016. (05/18/2016)
Provide on-going Spring training/workshops - Provide on-going Spring training/workshops specifically to include Effectiveness of Resource Allocation in program review and navigating in Tracdat 5.0 - 2015-2016 **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	**Directly related to Outcome**	**Report Type:** End-of-Year **Result:** Carried Forward PR Trac Dat Training session were scheduled and COS eNews communicated dates/times to all stakeholders. (02/09/2016)	**Action:** PR Trac Dat Training sessions were held in April of 2016 as well as one fall session August 26, 2017. Surveys from training were used to improve the training sessions. (08/17/2016) **Action:** PR Trac Training sessions were held in April of 2016 at all three campuses. Surveys were obtained from attendees and data was reviewed as part of year end report. (05/18/2016) **Follow-Up:** Survey results indicated that 86% of respondents averred or strongly agreed that the training was easy to follow/understand and useful for professional development. (05/18/2016)

Initiatives	Evaluations	Results	Actions
Term Unit - Codify the term UNIT with definition and criteria- 2015-2016 **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	**Directly related to Outcome**	**Report Type:** End-of-Year **Result:** Satisfactory IPRC instituted a process and schedule by which a new PR unit can be added or a previous one can be eliminated or combined with another unit. The process resulted in a new master list of PR units which can be located on the IPRC website and the new units will be uploaded to Trac Dat 5 for reporting. (02/09/2016)	**Action:** Action was completed. (05/18/2016)
Expectations for routine business - Expectations for routine business-2015-2016 **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	**Directly related to Outcome**	**Report Type:** End-of-Year **Result:** Carried Forward Agendas and minutes are currently posted and up to date. Attendance recorded. (05/18/2016)	**Action:** All agendas and minutes for IPRC meetings for 2015-2016 have been uploaded to the IPRC website. (05/18/2016)
2015-2016 Organizational Meeting Guide - Organizational meeting guide will be reviewed during the first two meetings following the manual. **Initiative Status:** Active **Academic Year:** 2015 - 2016 **Start Date:** 09/01/2015	**Directly related to Outcome**	**Report Type:** End-of-Year **Result:** Satisfactory All organizational meeting guide information was reviewed and followed for the entire 2015-2016 years. (05/13/2016) **Report Type:** Mid-Year **Result:** Satisfactory Completed in September 2015 (02/09/2016)	