November 30, 2012

To: Dr. Sandra Mayo

From: Natalie Hannum, Program Review Task Force Chair

Re: Recommendations of Program Review Task Force

On July 27th you requested that a Program Review Task Force be formed to address concerns regarding Moreno Valley College’s Program Review process. Specifically the Task Force was challenged to address the following:

- Streamline the Program Review Process
- Integrate program review process for Academic Affairs, Business Services and Student Services into a cohesive college process
- Refine or draft processes to eliminate/reduce redundancies within college committees
- Revise forms to ensure user-friendliness and integration with college committees and processes

The Task Force met for the fifth time today to address these issues and is making the following recommendations:

Priority 1: Restructure Strategic Planning Council

- Restructure SPC to become Participatory Governance Council (the final review and recommending body for all Program Reviews)
- Standard 2 sub-committee will be absorbed into the Program Review Process by:
  - Integrated forms and review process to ensure library and learning resources are embedded in the APR process
- Combine Standards 1 and 4 sub-committees to become “Governance Oversight Committee”
  - Report to Office of the President (?)
  - Collaborate with Academic Senate to ensure effective communication and eliminate redundant efforts.
  - Annually review mission, vision, committee assignments and composition ensure alignment with college vision, mission and goals and reduce/eliminate redundant efforts among numerous committees
  - Hire a Program Review Coordinator (minimum .6 re-assign time) to chair the committee. Position tasks:
    - Chair the Governance Oversight Committee
    - Annually review forms and process of program review
    - Ensure alignment of Program Review and Governance with Accreditation Standards 1 & 4.
    - Organize and facilitate the Academic, Student Services and Business Services Review Councils
    - Works with Academic Affairs, Student Services, and Business Services to annually assess timelines, processes, and forms for currency, accuracy and effectiveness
• Provide annual report to the college President, Academic Senate and Participatory Governance Council on status of program review process.
  • Include Institutional Research staff member to analyze and provide support data

Priority 2: Formation of Participatory Governance Council (draft flowchart attached)

Mission Statement (Draft): The PGC represents all stakeholders in college governance and supports the college mission and goals through the Program Review Process.

• Primary review and ranking body of ALL resource requests made through Annual Program Reviews
• Create priority lists of human, infrastructure/facility, technology, equipment, supplies and other requests brought forward through the APR process to present to the College President
• Membership & Structure
  o Proposed Co-Chairs
    ▪ College President (or designee)
    ▪ Academic Senate President
    ▪ Classified Rep (CSEA President)
  o Voting Members
    ▪ VPAA, VPSS, VPBS
    ▪ 1 Faculty Rep (APC Chair)
    ▪ 1 Classified Rep
    ▪ 1 Student Rep
    ▪ Basic Skills Coordinator
    ▪ Associate Dean of Grants
  o Non-voting Member
    ▪ Program Review Coordinator

Priority 3: Final Revisions to form & timelines, and Program Review Handbook (this to be tackled at the next T/F meeting)

• Forms- tie requests to Assessment
• Provide annual pricelist of commonly requested items
• “Grants” take away page
• Committee assignment page “take away” page
• Handbook with of complete process (all program review areas) to be maintained by the Program Review Coordinator