

Fresno City College

Program Review Operating Agreement

I. Charge Statement

The Program Review committee facilitates an equity framed process by which instructional and non-instructional programs systematically assess themselves using data to ensure currency, relevance, and achievement of stated goals and outcomes that adhere to the college mission, strategic plan, and accreditation standards.

II. Responsibilities

- A. Acts on recommendations from Office of Instruction and curriculum analyst to maintain cyclical evaluation of programs and review of curriculum within Title 5 requirements
- B. Coordinates with Office of Institutional Research, Assessment, and Planning to identify appropriate data measurements for instructional, occupational, and non-instructional program evaluation
- C. Develops and maintains program review manual
- D. Develops, evaluates, and updates program review templates and procedures in collaboration with other constituencies, as appropriate.
- E. Facilitates dialogue related to:
 1. Programmatic alignment with college mission and strategic plan goals
 2. Disaggregated data analysis and provides feedback to programs on equity minded opportunities for improvement
 3. Professional development and college equity goals
 4. Student centered data for programmatic planning in coordination with guided pathways
- F. Evaluates program self-studies and makes recommendations
 1. To program/department related to Student Learning Outcomes and Assessment based on review of assessment data and responses to assessment questions
 2. To the College Council regarding resource allocation ~~and action plans~~ based on evaluation of program self-study
 3. To the College Council regarding facility allocation based on program review data, but not including classroom scheduling
 4. To Office of Instruction regarding program viability
- G. Participates in the preparation of the college's self-evaluation for accreditation as appropriate.

III. Membership

- A. The Committee will be composed of elected, appointed, and standing, members from faculty, administration, classified professionals, and students. All members have a vote unless otherwise identified.
- B. Consistent member participation is essential. The use of proxies should be kept to a minimum and used only when absolutely necessary.
- C. Elected members will serve for two-year terms with approximately half the members elected each year. Students will serve on a semester by semester basis.
 1. Elected members:
 - i. One faculty member from each instructional division
 - ii. One CTC faculty representative
 - iii. Two faculty members from Student Services Division. One each from
 - a. Dean of Counseling
 - b. Dean of Student Services
 2. Appointed members:
 - i. One classified professional appointed by CSEA
 - ii. One Dean of Instruction appointed by the Vice President of Instruction
 3. One student appointed by the Associated Student Government (non-voting member)
 4. Standing members:
 - i. Vice President of Instruction
 - ii. Vice President of Student Services
 - iii. Vice President of Administrative Services
 - iv. Vice President of Educational Services & Institutional Effectiveness
 - v. Director of Technology Services
 - vi. Academic Senate President or designee
 - vii. Curriculum Committee Chair
 - viii. Classified Senate President or designee
 - ix. Director of Institutional Research, Assessment and Planning
 - x. Outcomes/Assessment Coordinator
 - xi. Program Review Coordinator (non-voting member)
- D. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

- E. If a new academic division is created, it will be immediately entitled to representation within the Committee.

IV. Management

- A. The chair will be elected at the first meeting of the academic year for a one-year term. The chair shall have served at least one semester on the committee prior to his/her term.
- B. The Office of the Vice President of Instruction shall maintain the secretariat for the Committee. This includes taking meeting minutes and arranging meeting logistics.
- C. The Program Review Coordinator will document the discussions and decisions of the program review documents and presentations.
- D. All documents related to the business of the Committee will be posted/archived on a dedicated campus webpage or document management system.
- E. The Committee will meet on Tuesdays during the regular academic year as scheduled. The committee may decide to schedule additional meetings as necessary.
- F. Attendance:
 - 1. It is the responsibility of the committee member to notify the Program Review Coordinator or Committee chair when he/she will not be able to attend a scheduled meeting.
 - 2. If a member of the Committee has two absences without notification in one semester, the Program Review Coordinator will notify that member and his/her supervisor or constituency about the absences.
 - 3. The Program Review Coordinator may submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one semester.

V. Decision Making

- A. Quorum will be 50% plus one of the total current voting membership.
- B. The Committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.
- C. The Committee will make decisions based on a majority vote

- D. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- E. All procedures, rules for program proposals, and channels for submission will be determined by vote of the Committee. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.

VI. Review of Operating Agreement

- A. The committee will review this operating agreement once every two years prior to the end of the academic year.
- B. Process for Proposed Changes: Proposed changes to the operating agreement shall be made evident by the use of track changes in the document. Proposed changes to the operating agreement will be submitted to constituency group leadership to determine necessity of full constituency review and approval. If a full review is not deemed necessary, the committee is free to adopt changes. If a full review is deemed necessary by any of the constituency groups' leadership, then the proposed changes will be sent to the constituencies for the approval process. Currently approved operating agreements are in effect until proposed changes have been approved by all constituencies. Approval dates to the revisions by constituent groups and SPC will be noted in a footnote. If revisions are the result of constituency leadership review rather than full constituency approval, review dates will be noted in the footnote.

VII. Report to College Council

- A. The committee shall provide College Council with a final report prior to the end of each spring semester.
- B. The committee shall provide College Council with updates as requested.