

OXNARD COLLEGE
PARTICIPATORY GOVERNANCE COMMITTEES

PROGRAM REVIEW COMMITTEE (PRC)

AUTHORITY

The Program Review Committee (PRC) derives its authority from the Oxnard College Participatory Governance Manual, approved in 2020 by the Academic and Classified Senates, Associated Student Government, and President's Cabinet. Consistent with AB 1725 and Board Policy 2510, the PRC recognizes the statutory role of faculty, staff and students to participate in the decision-making processes at the college. (Per AB 1725,) the PRC reflects the statutory role of faculty to participate in the program review process, and values the contributions of college community members from the classified staff, administrators, and students.

PURPOSE

The Program Review Committee makes recommendations to the Planning and Budgeting Council on all matters related to program review and program effectiveness. A “program,” for the purposes of this committee, includes academic disciplines, Student Services, Business Services, and Administrative Services service units. All programs complete annual or multi-year program reviews.

MEMBERSHIP

The PRC membership is as follows:

Tri-Chairs (non-voting
members)

- Vice President of Academic Affairs and Student Learning
 - Academic Senate President or designee
 - Classified Senate President or designee
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- Eleven faculty appointed by the Academic Senate
 - Five classified staff appointed by the Classified Senate
 - Three academic or classified managers or selected by the college president
 - Two students selected by the Associated Student Government

All members are selected or appointed on an annual basis prior to the conclusion of the spring semester for the subsequent academic year. Members have the following responsibilities:

- ~~Assist their departments, divisions or service units in completing a program review, i.e. Program Effectiveness and Planning Report (PEPR) annually.~~
- ~~Report information from PRC to their department, division, or service unit.~~
- ~~Present the views of the department, division or service unit they were chosen to represent, not solely their own views, to the PRC.~~
- Attend all scheduled PRC meetings or designate a proxy as necessary.
- Make a good faith effort to read, review, rate and comment upon program reviews assigned.
- Present their findings and analysis in an objective, collegial manner.

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GOALS

- To oversee and to ensure the effectiveness of the college's program review processes.
- To facilitate the continuous quality improvement of programs and to make recommendations for the expansion, maintenance or discontinuance of programs.
- To assist in aligning programs' goals with the college's mission and goals.
- To ensure that the program needs identified in the PEPRs are incorporated into the college's planning and budgetary process.
- To provide all programs with an opportunity to assess their programs and a forum in which to share the results of that assessment with the college.
- To create a broader understanding of programs at the college among a larger group of faculty, staff and students.
- To promote informed and constructive dialogue designed to inform decision-making related to increasing program effectiveness at Oxnard College.

ACTIVITIES

In order to accomplish the above goals, the PRC:

- Sets timelines and schedules for the collection and review of the Program Effectiveness and Planning Reports (PEPRs).
- Reviews and revises the program review forms and processes annually.
- Provides guidance to programs in the development of the Program Effectiveness and Planning Report.
- Makes recommendations to the Planning and Budgeting Council regarding program effectiveness, program development, program expansion, reduction, or elimination.

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ACTIVITIES (*continued*)

- Posts approved PRC agendas and minutes and takes other appropriate actions to inform the college community.
- Reviews and evaluates all PEPRs annually.
- Gives feedback to departments, divisions, and service units regarding PEPRs.
- Sets annual committee goals, conducts an annual self-appraisal on annual committee goals, and produces a final report for each academic year.

EXPECTED OUTCOMES

- The program review process provides an accurate assessment of institutional effectiveness.
- The PRC assesses the status of all programs.
- Each program identifies its strengths and weaknesses in terms of measurable outcomes as appropriate to the program.
- Each program evaluates the achievement of its short and long-term goals.
- The College's Program Review Process and Timeline is successfully implemented in a manner that enhances the linkage of program planning with resource allocation, with an emphasis on the analysis of student learning and other measurable outcomes as appropriate to each program.
- The PRC will assess and report to the Planning and Budget Council the need for new programs and the need for expansion, reduction or elimination of programs, as appropriate.

MEETINGS

The PRC meets the fourth Tuesday of each month during the fall and spring semesters, with additional meetings scheduled as needed. Members are expected to attend all meetings or designate a proxy. If a member misses three consecutive meetings, a replacement will be appointed by the appropriate body.