

**\*The following documents are from the Program Review Committee:**

**Current handbook wording**

**1.4.3.4.7 Program Review Committee**

a) Membership:

- 1) Provost and Associate Academic Dean for Curriculum
- 2) Associate Provost for Assessment, Planning and Research
- 3) Vice President for Student Life and Dean of Students (or representative)
- 4) Three faculty, one from each division, one elected annually to a three-year term
- 5) WASC Liaison Officer (*ex officio*)

b) Officers:

- 1) Co-Chairs: Faculty member in 3<sup>rd</sup> year on Committee and the Associate Provost
- 2) Secretary elected by committee.

c) Responsibilities:

- 1) To help departments in devising and implementing an ongoing process of program review that is appropriate for each department.
- 2) To provide resources and recommendations to departments pertaining to the means and methods of program review at appropriate intervals for the purpose of departmental and institutional development.
- 3) To encourage a campus conversation that establishes the value of a college-wide program review process for our own use.
- 4) To monitor concerns over the review process, and respond to expressed concerns as appropriate.
- 5) To work with and advise the Director of Institutional Research in establishing institutional goals and priorities for the collection and reporting of student data.
- 6) To make recommendations to the Academic Senate regarding the rationale and procedure for regular program review and to make recommendations regarding changes to program review standards.
- 7) To submit an annual report to the Provost's Office that summarizes program review activity of the prior year.

## **Proposed handbook wording**

### **1.4.3.4.7 Program Review Committee**

- a. Membership
  - 1. Provost
  - 2. Associate Academic Dean for Curriculum (deleted “or”)
  - 3. Director of Institutional Research**
  - 4. Director of Assessment**
  - 5. Vice President for Student Life (or representative)
  - 6. Three faculty, one from each division, one elected annually to a three-year term
  - 7. WASC Liaison Officer (ex officio)
  
- b. Officers
  - 1. Co-Chairs: Faculty member in 3rd year on Committee and Director of Assessment
  - 2. Secretary selected by committee
  
- c. Responsibilities

The Program Review Committee oversees program review in departments and programs, and develops an institutional plan for college-wide program review. It establishes policies and procedures regarding program review and assessment.

#### **To meet this mission, the Program Review Committee will:**

- 1. in collaboration with the Director of Assessment**
  - a) work with departments as needed in the development of their plan for program review;**
  - b) assist departments with the implementation of their plan to ensure timely progress toward its completion;**
  - c) review the results of the program review and provides any necessary feedback for the department to consider before the department submits the final report to the Provost;**
  - d) as needed, provide the department with comments or suggestions to assist them in their preparation for the next review cycle.**
  - e) encourage a campus conversation that establishes the value of a college-wide program review and addresses concerns as appropriate**
  
- 2. work with and advise the Director of Institutional Research in establishing goals, formats and priorities for the collection and reporting of institutional data.**
  
- 3. advise and support the Director of Assessment in organizing the data, planning a schedule for Program Review and presenting the data to the campus communities and accrediting organizations.**

## **Current Handbook Wording**

### **1.3.2.2.1.1 Department Chair**

#### Responsibilities and Duties:

- 1) Provide leadership and immediate oversight of the educational program of the department
- 2) Coordinate the administrative affairs of the department and serve as liaison to other departments of the College (e.g., working with the Registrar's Office and Director of Advising in the assignment of advisees, facilitating new student recruitment with the Admissions Office).
- 3) Prepare and supervise expenditures of the department budget.
- 4) Develop the departmental curriculum and teaching assignments including the recruitment and orientation of part-time faculty to support the curriculum.
- 5) Represent the department to the Provost or Associate Provost in financial matters, course offerings, teaching load, scheduling of courses, and catalog copy.
- 6) Conduct department business through regular meetings.
- 7) Work with the library staff in the ordering of books and other instructional materials.
- 8) Work with the Provost in the recruitment of full-time faculty members.
- 9) Oversee and implement probational faculty development procedures as outlined in the *Faculty Handbook* (2.2.1.4).
- 10) Be a vehicle of communication for departmental faculty concerning faculty rights and responsibilities.
- 11) Serve as a member of the Academic Senate.
- 12) Assist the Provost in the mentoring of new department chairs.
- 13) Recruit, orient, supervise and evaluate departmental secretaries and support staff.
- 14) keeps abreast of developments in field through professional meetings and literature, and incorporates them into teaching and scholarship
- 15) when appropriate, serves as a professional resource for the local community

## **Proposed Handbook Change**

### **1.3.2.2.1.1 Department Chair**

#### Responsibilities and Duties:

- 1) Provide leadership and immediate oversight of the educational program of the department
- 2) **Supervise and coordinate ongoing program review and assessment to ensure continued departmental health and progress.**
- 3) Coordinate the administrative affairs of the department and serve as liaison to other departments of the College (e.g., working with the Registrar's Office and Director of Advising in the assignment of advisees, facilitating new student recruitment with the Admissions Office).
- 4) Prepare and supervise expenditures of the department budget.
- 5) Develop the departmental curriculum and teaching assignments including the recruitment and orientation of part-time faculty to support the curriculum.
- 6) Represent the department to the Provost or Associate Provost in financial matters, course offerings, teaching load, scheduling of courses, and catalog copy.
- 7) Conduct department business through regular meetings.
- 8) Work with the library staff in the ordering of books and other instructional materials.
- 9) Work with the Provost in the recruitment of full-time faculty members.
- 10) Oversee and implement probational faculty development procedures as outlined in the *Faculty Handbook* (2.2.1.4).
- 11) Be a vehicle of communication for departmental faculty concerning faculty rights and responsibilities.
- 12) Serve as a member of the Academic Senate.
- 13) Assist the Provost in the mentoring of new department chairs.
- 14) Recruit, orient, supervise and evaluate departmental secretaries and support staff.
- 15) keeps abreast of developments in field through professional meetings and literature, and incorporates them into teaching and scholarship
- 16) when appropriate, serves as a professional resource for the local community

## **Current Handbook Wording**

### **2.2.1.2 Evaluation, Promotion and Tenure**

#### Institutional Service:

1. takes part in the spiritual life of the community, e.g. through individual mentoring, chapel participation, Bible Study, residence hall events, and/or other activities focused on prayer, communal worship, or spiritual development
2. attends and participates regularly in department, division, and faculty meetings, assuming appropriate leadership in such gatherings when requested
3. serves conscientiously on standing committees when appointed or elected, barring serious reasons for excuse
4. participates on occasion in task forces, search committees, program development and assessment teams, and other ad hoc working groups.
5. participates in the local community through church involvement, and as appropriate through civic organizations, public causes, lectures, etc.
6. participates on occasion in recruiting events and other public relations efforts of the college

## **Proposed Handbook change**

### **2.2.1.2 Evaluation, Promotion and Tenure**

#### Institutional Service:

- 1) takes part in the spiritual life of the community, e.g. through individual mentoring, chapel participation, Bible Study, residence hall events, and/or other activities focused on prayer, communal worship, or spiritual development
- 2) participates fully in the life and administration of the department including program review and assessment activities**
- 3) attends and participates regularly in department, division, and faculty meetings, assuming appropriate leadership in such gatherings when requested
- 4) serves conscientiously on standing committees when appointed or elected, barring serious reasons for excuse
- 5) participates on occasion in task forces, search committees, ~~program development and assessment teams~~, and other ad hoc working groups.
- 6) participates in the local community through church involvement, and as appropriate through civic organizations, public causes, lectures, etc.
- 7) participates on occasion in recruiting events and other public relations efforts of the college