

Program Review Committee

Purpose

The Program Review Committee of Santa Ana College is a shared governance committee designed to promote excellent educational programs that address student and community needs. As program review is a continual and purposeful process of peer evaluation, the committee assists programs in focusing on a variety of perspectives, goals, and outcomes.

Charge

The Program Review Committee:

- Develops a meaningful system for collection and documentation of program reviews;
- Reviews that a program meets its stated mission and addresses the strategic plan of the college;
- Recognizes and celebrates program achievements and successes;
- Identifies program trends, concerns, and difficulties; and
- Addresses and fulfills institutional accreditation requirements.

Procedures

- Co-chairs meet to develop meeting agenda.
- Staggered appointment of co-chairs
- Action items on meeting agenda are voted on by members of committee, provided that a quorum (50%+1 member) is established at the beginning of meeting.
- Co-Chairs of Program Review Committee report to Institutional Effectiveness and Assessment (IE&A) Committee. Members also report to other IE&A subcommittees: Outcomes and Accreditation.

Meeting Frequency

The Program Review Committee meets on a regular basis, typically the 2nd and 4th Monday of each month during the fall and spring semesters from 1:30 to 3:30 pm.

Membership:

- Academic Senate Co-Chair (two-year term appointed by Academic Senate)
- Student Services Co-Chair (two-year term appointed by Vice President of Student Services)
- Academic Affairs representative
- Administrative Services representative
- Academic Support Services representative
- At least two Student Services representatives
- Up to two Academic Deans

- At least one faculty representative from each Career and Academic Pathway (Building Bridges; Helping Others; Future Educators; Money Matters; Design, Make & Move; Creating our World; STEM; and People, Ideas & Culture)
- At least one counselor and librarian
- Distance Education representative
- One Associated Student Government (ASG) representative

Mission Statement:

Consistent with Santa Ana College's mission to inspire, transform, and empower a diverse community of learners, the Program Review Committee provides the college's programs and service areas a unique opportunity to:

- critically reflect upon their alignment with the college's mission statement,
- engage in dialogue with colleagues across the campus to showcase and discuss their program's or service area's strengths and/or opportunities for growth and development, and
- identify ways to improve programs and service areas as it relates to student learning outcomes and assistance.

Through the program review process, a program's or service area's strengths and opportunities for growth and development can be shared with the Institutional Effectiveness and Assessment Committee to identify connections with and to advise the alignment of resources between other programs and service areas in an effort to enrich the educational experience of every Santa Ana College student.