

**Woodland Community College Committee Report Template**  
**2014-2015 Strategic Plan**  
**Due March 6, 2014**  
*(Please e-mail your completed form to [avillaqr@yccd.edu](mailto:avillaqr@yccd.edu))*

Each semester, as part of WCC's strategic planning and its associated institutional effectiveness, each college committee is required to make a presentation to the College Council on the status of their activities in relation to the strategic plan. Please follow the template below to provide the Council with information on the operations of your committee during the semester so that we will be better prepared to respond to your presentation to the Council on

1. **Committee name:** Program Review Validation Team (PRVT)
2. **Presentation date and time:** March 6, 2015 at 1:10pm \*
3. **What is your committee's official meeting schedule?** 1<sup>st</sup> and 3<sup>rd</sup> Thursday from 12 PM – 1 PM
4. **How does the work of your committee support the Board Strategic Goals and the College Mission Statement? (please be specific)** In order to provide high quality, student-centered learning opportunities for our students, we need to be able to identify what programs and resources our students need. The PRVT is a mechanism for feedback and peer review of program requests, which will provide the college with recommendations for resource allocation and planning.
5. **What are your goals for this year?**
  - Continue to refine the prioritization and feedback process, including revisions within TracDat to facilitate the collection of necessary information and data for validation and program vitality analysis.
  - Review the 2014-2015 Program Reviews and requests for resources.
  - Provide training to the campus re: program reviews and the validation process.
  - Provide feedback, including recommendation of priority levels, to the writers of the reviews.
  - Provide ranked lists and recommendations to the Budget and Planning Committee.
  - Incorporate program strengths worksheet into the evaluation process, including a recommended program "status" (i.e. enhance, maintain, review, restructure, revisit.)
  - Ensure that the program analysis criteria include indicators if a program supports Student Success Taskforce measures or other strategic initiatives.
6. **What is your status on accomplishing your goals?**
  - In process of evaluating the prioritization process. This academic year (2014-2015) was the first time we asked divisions to first prioritize requests within division before PRVT prioritized across the college. We received valuable feedback from the faculty who participated in the process, such as a need for standardization in the future. Additionally, the Curriculum Committee reviewed the curriculum requests, and found it

difficult to rank requests given that their role is not to instruct the divisions on how programs should grow or change.

- PRVT is nearing the end of reviewing all the program review requests, and once that is complete then feedback will be given back to the writers of the program reviews. Budget and Planning have received two ranked lists from PRVT – equipment/technology and staffing (classified and other.) The faculty staffing requests were sent to FSACP so the two groups can cross check rankings, with the hope that these two processes will merge in the future to become one process.

**7. Based on what you learned last year, what did you do differently this year?**

- Last year we found it difficult to prioritize requests across the campus without knowing how each division ranked their requests within their division. This year we requested that divisions begin the prioritization process within the division, and those rankings were sent to PRVT. This allowed us to start with some kind of frame of reference with campus-wide rankings.

**8. Based on what you learned this year, what will you do differently next year?**

- While the feedback from the divisions was extremely helpful, we also noted there is a need for standardization of this process since different divisions used different scoring methods for prioritizing within divisions. This resulted in a hodgepodge of rankings from “low, medium, high” to numerical ranks. Going forward we will create standardized instructions for how to rank within divisions.

**9. What is your process by which you purposefully share information with the rest of the campus?**

- Feedback directly within program reviews, which are posted to the website (<http://wcc-planning.yccd.edu/programreviews.aspx>)
- Minutes and agendas are posted to the website (<http://district.yccd.edu/pages/wcc/CommitteeDetail.aspx?aid=105>)
- Co-Chairs share information on other committees, such as Budget and Planning, Student Success, Faculty Meetings, etc.

**10. Who will be presenting on behalf of the committee? Molly Senecal and Matt Clark**

**\*Two committees will be presenting to College Council on this date. The time you will present will be determined at the meeting.**