

Program Review Steering Committee (PRSC)

Committee Responsibilities

Job Description

FINAL

Committee Meeting Times:

Fall: 3rd Thursday, 2p-3:45p

Spring: 1st & 3rd Thursday, 2p-3:45p

Program Review Website ([link](#)) and Resources

Individual Member Responsibilities

- Regularly attend PRSC meetings
- Attend program review trainings within and outside of PRSC meetings
- Attend data workshop/trainings
- Respond to program review author questions
- Attend and provide assistance to authors during PRSC office hours
- Review assigned annual updates and comprehensive program reviews and complete feedback form by PRSC-established deadlines
 - Provide meaningful feedback to authors on areas in which the program or service area is strong or doing well and areas in which it can improve or engage in more robust, data-informed planning
 - Take notes while reviewing the submittals to improve the templates
 - Share feedback on how templates can be improved for next year
 - Participate in presentations/meetings with authors of comprehensive reports

Support Team Lead Responsibilities

- Email assigned program review authors regularly to offer support, answer questions
- Coordinate the review of PR submissions and completion of feedback forms by PRSC-established deadlines
- Communicate with support team members (synchronously and/or asynchronously) regarding presentations, assignments, and deadlines
- Final review of feedback reports

Committee Overall Responsibilities:

1. Developing and refining college-wide program review standards and processes;
2. Creating, implementing, evaluating and improving the process for instructional and non-instructional program review assessment;
3. Ensuring the program review process facilitates meaningful, data-informed planning, assessment, dialog, and improvement to promote equitable access and success;
4. Developing an annual summative report of unit-level planning priorities, achievements, needs, and challenges linked to college planning priorities;
5. Working with the Institutional Effectiveness Council to develop common institutional overarching needs analysis and identify challenges to inform strategic planning; and
6. Provide training and support to program review authors through interactive workshops, resources and peer support teams
7. Annually review and revise templates as needed