

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON PROGRAM REVIEW</b>
<b>EFFECTIVE DATE:</b>	April 20, 1999* (*Title Updates 9/11/14; 6/7/12; 11/2/10; 2/23/05)
<b>CANCELLATION:</b>	AA-1620.3 (8/17/96)
<b>CATEGORY:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on Program Review will coordinate and implement comprehensive outcome review processes for academic programs following the guidelines set forth in the College's policy on [Planning and Assessment](#) and as directed by the [Planning and Assessment Council](#). Duties of the Committee will include: (1) the designation of programs for review each semester on five-year assessment cycles; (2) assistance in the execution of the assessment procedures; (3) evaluation of the program review reports; and (4) support for program-based efforts in utilizing the results of the reviews. In addition, the Committee assures that assessment of each academic discipline based on clear goals and objectives is performed within academic departments on a regular basis.

**MEMBERSHIP**

The Committee on Program Review will be appointed by the Chancellor on the recommendation of the Vice Chancellor for Academic Affairs and will be composed of a cross-section of faculty representatives. The Director of Assessment, Division Deans, the Dean of Library Services/ Executive Director of Curriculum and Program Development, the Dean of Distance Learning and Technology, and the Executive Director of Research and Planning will serve as *ex-officio* members. The Chair of the Committee on Program Review will serve on the [Planning and Assessment Council](#).

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Vice Chancellor for Academic Affairs appoints the Chair.

## **MEETINGS**

The Vice Chancellor for Academic Affairs directs the Chair to call the first meeting within one month of appointment of the Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibility of the Committee.

## **REPORTS**

The Chair of the Committee will prepare and submit the required [reports](#) to the Vice Chancellor for Academic Affairs and the Chair of the [Planning and Assessment Council](#) as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

## **CANCELLATION**

This policy and procedures memorandum cancels AA-1620.3, *Charter: Task Force on Program Review*, dated August 17, 1996.

### *Reference:*

Policy and Procedures Memorandum [Planning and Assessment](#)  
Policy and Procedures Memorandum [Charter: Planning and Assessment Council](#)

### *Review Process:*

Council on Planning and Assessment 3/24/99  
Executive Council 4/20/99  
Vice Chancellor for Academic Affairs Approval – Title Update 2/23/05  
Vice Chancellor for Academic Affairs Approval – Title Update 11/2/10  
Vice Chancellor for Academic Affairs Approval – Title Update 6/7/12  
Vice Chancellor for Academic Affairs Approval – Title Update 9/11/14

### *Distribution:*

Electronic Distribution Via the College's Intranet

*Attachments:*            [Committee Standard Forms](#)