

Willow International Community College Center

Program Review & Student Learning

Outcomes Assessment Committee

Operating Agreement

Willow International Mission Statement:

The mission of the Willow International Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning outcomes.

ACCJC Standard 2: Student Learning Programs and Services

A. Instructional Programs

“The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission.

Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.”

PURPOSE

The Program Review (PR) and Student Learning Outcome (SLO) Assessment Committee will oversee and support the PR and SLO processes for the college center to ensure full compliance with regulations and accreditation.

[Note: this is a joint committee with two co-chairs: PR coordinator and SLO coordinator. Each coordinator will be responsible for chairing meetings or parts of meetings that have to do with his/her specific duties]

PRODUCT

- A. Program Review handbook
- B. Student Learning Outcomes & Assessment handbook
- C. Present a consent report to Reedley College Program Review Committee and reports to the College Center Council.

JURISDICTION

The committee is under the jurisdiction of the College Center Council, to which it will report.

MEMBERSHIP

Member	Position or representation	term
Michael Stannard	PR co-chair (coordinator)	Appointed by Campus President
Erik Fritz	SLO co-chair (coordinator)	Appointed by Campus President
Deborah Ikeda	Campus President	Standing
Michelle Johnson	Institutional Researcher	Standing
James Chin	Vice President of Instruction and Student Services	Standing
Thomas Mester	Interim Dean of Instruction	Standing
Julie Preston-Smith	Interim Dean of Students	Standing
Jeff Burdick	Academic Senate President (or designee)	2012-14
Lee Brown	Soc Sci/Bus Department Rep	2012-14
Nancy Vagim	Humanities Department Rep	2012-2013
Russell Hickey	Math Science Department Rep	2012-2013
Erica Johnson	Student Support Services Department Rep	2012-2014
Leslie Ratá	Classified Senate Rep	2012-2014
	CSEA Rep	2012-2013
Michal Wolin	Student Rep (appointed by ASG)	2012-2013

- A. Any change in the membership structure of the committee must be made in advance of the academic year in which the change is to occur and recommend to the College Center Council and Campus President.
- B. If a new academic division is created, it will be immediately entitled to representation within the committee.

DUTIES & FUNCTIONS

- A. Program Review responsibilities:
 - 1. Assist programs in the completion of their program review reports
 - 2. Determine appropriate and complete documentation of program review goal substantiation
 - 3. Forward program review reports and goals to the College Center Council [and, until Willow International is granted college status, to Reedley College]
 - 4. Periodically review and, when necessary, revise the program review processes
 - 5. Work cooperatively with the Curriculum Committee, the Accreditation Steering Committee, the College Center Council, and the Office of Institutional Research Assessment & Planning
 - 6. Maintain the Program Review Blackboard site
- B. Student Learning Outcomes & Assessment responsibilities:
 - 1. Provide guidance in writing, assessing, and analyzing student learning outcomes at the course, program, and institutional level
 - 2. Serve as liaison to respective constituent groups regarding outcomes and assessment
 - 3. Facilitate reporting and archiving assessment results
 - 4. Review reports related to Student Learning Outcomes and Assessment
 - 5. Work cooperatively with the Curriculum Committee, the Accreditation Steering Committee, the College Center Council, and the Office of Institutional Research Assessment & Planning
 - 6. Facilitate dialogue and report to the campus at large on outcome & assessment activities
 - 7. Periodically review and, when necessary, revise the processes
 - 8. Maintain the SLO Blackboard site.
 - 9. Make annual report to the College Center Council on the current status of SLO based on the ACCJC reporting requirements
- C. The committee may identify best practices and recommend changes if Accreditation Standards change.

- D. The committee will review its operating agreement and the College Center Mission Statement annually.
- E. The committee is a campus-wide advisory committee.

MANAGEMENT & OPERATING PROCEDURES

- A. The Program Review Coordinator and Student Learning Outcomes & Assessment Coordinator will serve as co-chairs of the committee.
 - 1. The co-chairs will consult with one another to establish meeting schedules and agenda. The appropriate co-chair will preside over specific agenda items.
 - 2. The co-chairs will be responsible for maintaining the Black Board sites for their respective areas and checking them regularly to insure disciplines and programs are entering in appropriate documentation.
 - 3. All program review reports and questions will be addressed to the PR co-chair; all assessment reports and questions will be addressed to the SLO assessment co-chair.
 - 4. The respective co-chairs are responsible for making reports available to the committee members for review and comment and for making reports to the College Center Council.
 - 5. The co-chairs will sit on the Reedley College Program Review and SLO Committees as liaisons.
 - 6. At the end of each two-year term, the coordinators will prepare exit reports on the history of the committee during the term and will provide recommendations for future activities.
- B. Vice President of Instruction and Student Services Administrative Assistant:
 - 1. Be responsible for taking all meeting minutes.
 - 2. Record attendance at all meetings.
 - 3. Prepare and post the minutes of previous meetings to the committee's Blackboard site.
- C. The committee will meet regularly as needed and specifically during the 6th, 10th, and 16th week of each semester to meet time-sensitive steps of program review for the following purposes:
 - 1. Review program reports.
 - 2. Hear oral presentations prior to finalization and make recommendations for improvements. Presenters will also participate in formal oral presentations at Reedley College as determined by their disciplines.
 - 3. Take formal action to approve or request modifications to the report.
 - 4. Forward substantiation report on program recommendations to the College Center Council and to Reedley College Program Review Committee.
- D. Quorum will be 50% plus one of the total current members.

- E. The committee will make decisions based on consensus when possible or by a majority vote.
- F. The committee will review the Operating Agreement on an annual basis.

COMMUNICATION

- A. Regular reports on PR and SLO issues and oral presentations of PR reports to the College Center Council
- B. Regular communication with programs to assist in report completion
- C. Regular reports to constituency groups