1. Review our work to date and develop a timeline for the next cycle (20 min.)
   
   **Overview:**
   
   - We have three forms—Instruction, Learning Support Centers, and Student Services—which follow the same basic template—see attached “Overview.” (CTE programs might require a fourth, CTE PR form.)
   - All programs complete a yearly program review
   - Faculty and facility requests are made through a separate form
   - PR incorporates a six-year planning section used to inform institutional planning
   - PR incorporates a “program vision,” a yearly action plan and budget sheet
   - IPC implemented a process for reviewing all program reviews and now provides feedback
   - Review forms at [http://collegeofsanmateo.edu/programreview/forms.asp](http://collegeofsanmateo.edu/programreview/forms.asp)

   **Timeline:**
   
   Program review is due April 25, 2014
   Electronic version is scheduled to go “live” 1/10/14
   Paper form revisions need to be completed by 9/30/13

   - a. Survey program review completers (Instruction, LSC’s, and SS and other?)
   - b. (Focus Groups?)
   - c. Collect surveys
   - d. Solicit and collect Deans’ feedback (Plan . . .)
   - e. Review, revise, and finalize all forms

   **Forms completed, 9/30/2013**
2. **Electronic database format for PR (20 min.)**
   a. Identify section titles that most likely will not change in revision
   b. Share plans for Phase I and Phase II (Bev and James)

3. **Draft feedback survey to guide revision (45 min)**
   a. Group “brainstorms” issues with the forms positive and negative—complaints, difficulties, benefits, challenges, and so on.
   b. Clarify issues, categorize, and prioritize
   c. Draft PR surveys for Instruction, LSCs, and Student Services.

4. **Consider IPC review process (If time allows)**