

ENMU-Roswell Program Review Committee Charter

Mission: To create and sustain a process by which programs use data to reflect on program improvement as part of the ENMU-Roswell Strategic Plan.

Scope of Work

- Set the calendars for each year's program review process
- Support programs in their completion of the process
- Collaborate with the office of Institutional Research to provide programs with the necessary data
- Serve as liaison with the AVPs to track and support completion of the reviews in a timely manner
- Reviews Program Review submissions for accuracy and completion and requests additional information as needed.
- Provides commentary and questions to drive further reflection and improvements
- Provides training in using the current software to submit reviews
- Publish completed reviews on the Assessment and Student Learning website.
- Review yearly update goals over the ensuing cycle

Reporting Structure

The PRC operates as a sub-committee of the IAC.

Membership

- One faculty member from each instructional unit (two year terms) is appointed by the AVP
- Representative from Student Services – permanent sitting member
- Representative from the Business Office – permanent sitting member
- Executive Director of Office of Institutional Effectiveness – Chair, permanent sitting member
- Executive Administrative Assistant, VPASA- permanent sitting member

Responsibilities

- Executive Director of Office of Institutional Effectiveness
 - Call meetings
 - Will partner with the Executive Assistant for the VPASA to use the specific PRC email to generate assignments and reminders for program review participants
 - Will use the specific PRC email to send out completed rubrics to the originator, area director, AVP/VPBA
 - Coordinate with the AVPs and/or VPBA to ensure completion of the program reviews by deadlines within the cycles
 - Coordinate with the Institutional Research Analyst to create, post, and email the Data Reports to relevant programs by cycle deadlines

- **Members**

At the beginning of each cycle, the committee will determine which teams of two will take responsibility for each of the particular programs under review. The teams will be responsible for the following for each program they are assigned:

- Track completion of components of the review
- Read and respond to reviews
- Post completed reviews to the Student Learning and Assessment website
- Follow up with programs that required additional work and resubmission
- Post completed rubrics to software once completed by PRC
- Report completed reviews to the PRC

Attendance

Active committee participation is required to ensure continuity and inclusion. Members should plan to send a colleague to the meeting if unable to attend themselves. Should members fail to attend three consecutive meetings, or fail to provide a proxy to attend, the chair has the option to revoke such person's membership and appoint a new member with similar institutional functions

Quorum/Voting

- In order to take action on business, a quorum of voting members must be present. A quorum must not only contain a majority (50%+1), but at least one faculty representative must be present. In meetings where a quorum is not met, members may elect by consensus to conduct business electronically.

Minutes

- Minutes from every PRC meeting will be taken by the Executive Administrative Assistant to the Vice President of Academic and Student Affairs, and posted to the Assessment and Student Learning Website within seven days of the meetings.

Charter Review

- The PRC will review this charter annually and report any revisions to both ENMU-Roswell's Institutional Effectiveness Committee and Administrative Council.

***Is in draft form until submission to the IAC and Administrative Council in their November meetings.