

PROGRAM RESEARCH AND RECOMMENDATION BYLAWS

ARTICLE I: NAME

The name of this committee shall be the Program Research and Recommendation Committee (PRR).

ARTICLE II: PURPOSE

This committee is established to evaluate and provide recommendations on the formation of new programs, strategies for program improvement, and program discontinuance, ensuring that educational programs at Butte College remain effective in serving students and the community.

ARTICLE III: MEMBERSHIP

A. Seated Members:

1. Chief Instructional Officer (CIO) or designee, serving as Co-Chair;
2. Academic Senate President, serving as Co-Chair;
3. Academic Senate Vice President;
4. Curriculum Committee Chair;
5. Four full-time, Senate-approved faculty members representing CTE, Transfer/General Education, and Counseling; and
6. One Dean of Instruction, assigned by the CIO.

B. Advisory Members:

1. Office of Institutional Research Representative; and
2. Articulation Officer.

C. Terms of Membership:

1. Faculty appointed by the Academic Senate: all standing subcommittees of the Academic Senate have three-year terms, with a maximum of two consecutive terms for each faculty member. Elections should be staggered so that roughly equal numbers are appointed each election cycle;
2. President and Vice President of the Academic Senate and Curriculum Chair: the term of membership will be concomitant with that of the office holder;
3. Chief Instructional Officer (CIO) is a permanent appointee. A designee appointed in place of the CIO may serve an indefinite term, at the discretion of the CIO;
4. Dean of instruction may serve an indefinite term, at the discretion of the CIO;
5. Office of Institutional Research Representative may serve an indefinite term, at the discretion of the CIO; and
6. Articulation Officer may serve an indefinite term, at the discretion of the CIO.

D. Member Responsibilities:

1. Assess new program development, revitalization, and discontinuance requests, and provide recommendations to key decision-making bodies including the Curriculum Committee, the Academic Senate, and College Council;
2. Consult with the Technical Review and Curriculum Committees on program-related issues, ensuring that new program proposals and changes align with college goals and standards;
3. Provide oversight for program review, ensuring that processes, standards, and structures remain both relevant and effective, and receive program review reports to identify programs that require further vitality analysis;

4. Review a wide range of data including labor market information, current workforce and career education data, student success data, and enrollment trends and recommend potential areas for program expansion or development to meet labor market needs;
5. Make recommendations for program revitalization or discontinuance, ensuring that these recommendations are well-informed and in the best interest of students and the college; and
6. Operate transparently, in compliance with the Ralph M. Brown Act, and follow the procedures outlined in AP 4021.

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

- A. All meetings of the PRR Committee shall be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
- B. All meetings shall be conducted in accordance with *Robert's Rules of Order (Revised Edition)* as modified by the Brown Act.
- C. Agendas for all regular meetings shall be posted at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas shall be posted at least 24 hours in advance. Time shall be set-aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation shall be stipulated on the agenda.
- D. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second. [Note: certain types of motions may require a supermajority, as described in *Robert's Rules of Order (Revised Edition)*.]
- E. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be presented for approval vote at the next noticed meeting and made publicly available on the Butte College website.

ARTICLE V: MEETINGS

- A. Regular Meetings will be held at least once per month during the academic year.
- B. Special Meetings may be called at the discretion of the committee co-chairs.
- C. Quorum: a simple majority (at least five out of nine) of the seated members.

ARTICLE VI: OFFICERS AND THEIR DUTIES

Co-chairs: The Chief Instructional Officer (CIO) and the President of the Academic Senate will serve as co-chairs, responsible for setting agendas and facilitating meetings. The Scheduling Center Staff will support the committee by setting the meeting schedule, distributing meeting documents, and recording the minutes for each meeting.

ARTICLE VII: SUBCOMMITTEES

Program Advisory Teams (PATs) may be formed as temporary workgroups to assist in gathering data, conducting program analyses, and developing recommendations.

ARTICLE VIII: AMENDMENTS

Amendments to these bylaws may be proposed by any committee member and must be approved by a supermajority vote of the seated members present and choosing to exercise their right to vote on motions that receive a second.