

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p style="margin: 0;"><b>Monday, October 15, 2018</b> <b>L-201</b> <b>Time – 3pm – 4:30pm</b></p>
--	---

**Type of Meeting:** *Regular*  
**Note Taker:** Stacey Adams

- Committee Members:**  
 Stacey Adams, Faculty Co-Chair  
 Dr. Meeta Goel, Co-Chair  
 Dr. Glenn Haller, Outcomes Committee Chair  
 Dr. Svetlana Deplazes, Research Analyst  
 Reina Burgos, Faculty Representative  
 Kathy Osburn, Faculty Representative  
 Richard Fleishman, Faculty Representative  
 Dr. Gary Heaton-Smith, Faculty Representative  
 VACANT, Classified Representative  
 Dr. Les Uhazy, Academic Affairs  
 Ann Steinberg, Student Services

*Present: Stacey, Svetlana, Glenn, Gary, Les, Rich, Kathy, Reina*

*Absent: Ann, Meeta*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> none
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Approval of Meeting Minutes -10/1/18	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Approved unanimously <b><u>Action Taken:</u></b>
IV. Update on Committee Acceptance of 2017-2018 Program Review Reports: a. Annual Updates Reports: i. Executive Council & Library	<i>Stacey / Meeta</i>	<b><u>Issues Discussed:</u></b> Meeta not present. Tabled. <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
V. PR Template Revision -Comprehensive vs. Annual Update -Academic vs. Non-Instructional	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey put forward a revised version of the PR template, re-organizing the flow and order of the report. The committee went through it in detail providing feedback and ideas. Only Academic Comprehensive was discussed. <b><u>Action Taken:</u></b> Keep looking for shorter PR templates, more concise and simplified. The version brought forward was not any shorter or simplified. <b><u>Follow Up Items:</u></b> Create cover sheets for deans/directors for division overview. Keep looking for better PR templates.

<p>VI. PR Data -Alignment with templates -Usability</p>	<p><i>Stacey</i></p>	<p><b><u>Issues Discussed:</u></b> Svetlana indicated she had been working on organizing data reports for PR that might fit on 1-2 pages and could essentially be inserted into PR reports. <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b> We would like to see the data report at a future meeting.</p>
<p>VII. <b>NEXT MEETING DATE:</b></p>		<p><b><u>Future Meeting Dates:</u></b> <i>Fall 2018:</i> <del>9/17/18</del>, <del>10/1/18</del>, <del>10/15/18</del>, 11/5/18, 11/19/18, 12/3/18 <i>Spring 2019:</i> 2/4/19, 3/4/19, 3/18/19, 4/1/19, 4/15/19, 5/6/19, 5/20/19</p>