

Program Review Committee

Agenda November 5, 2012

Approve September 17, 2012 minutes

Discuss Annual Update Template

Discuss Review of Annual Update reports

Discuss Review of Comprehensive reports

Review draft Budget Allocation Rubric

MINUTES

Program Review Committee Regular Meeting November 5, 2012

Present: Stacey Adams, Vickie Beatty, Ty Mettler, Melanie Parker, Ann Steinberg, Dr, Les Uhazy, Aeron Zentner, Carol Eastin

Meeting was called to order at 3pm.

The minutes from the September 18 meeting were approved.

Approximately 90 percent of programs conducting annual reviews have started or finished writing their reports in WEAVE. Finished reports will be read by members of the Program Review Committee with two objectives: 1. Verify completion of the report. 2. Identify recurring problems or inconsistencies in reporting/template utilization. Sharon Lowry has identified questions 6, 8, 9, and 11 as needing particular attention when helping programs complete and improve their reports.

The annual update template was discussed and reviewed for inconsistencies. Several minor problem spots were identified. This discussion will continue after the PR Committee reviews more of the annual update reports. Slight modifications to the template are anticipated before it is used for 2013 reporting.

The comprehensive template was also briefly discussed the intention of making slight modifications before 2013 reporting.

The draft Budget Allocation Rubric was read and considered in conjunction with how programs are guided to identify resource needs in the update and

comprehensive templates. There must be clear alignment between the templates and rubric. Adjustments may be needed to both documents.

The self-study report for the Superintendent/President's Office will be distributed and reviewed by the committee members. The reviews will be discussed at the next meeting and used to facilitate review consistency among committee members.

Meeting was adjourned at 4pm.