

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p>Monday, April 15, 2019 L-201 Time – 3pm – 4:30pm</p>
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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
 LaDonna Trimble, Student Services

Present: Stacey, Svetlana, Glenn, Gary, LaDonna, Les, Rich, Kathy, Meeta

Absent: Reina

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> We've received very positive feedback regarding the new template and the data retrieval process. We hosted 4 general workshops, 1 division workshop, 1 department workshop.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Approval of Meeting Minutes -3/18/19	<i>Stacey</i>	<u>Issues Discussed:</u> Approved unanimously <u>Action Taken:</u>
IV. Program Review Report Status	<i>Stacey</i>	<u>Issues Discussed:</u> Most reports have been received. A few are still outstanding and deans and directors are aware. <u>Action Taken:</u> <u>Follow Up Items:</u>
V. Peer Review Teams & Duties	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Peer review teams were assigned. Stacey will send out the Program Review Reports and the Peer Review template forms. Each peer review team should take approximately two weeks to complete their peer review. <u>Action Taken:</u> <u>Follow Up Items:</u>
VI. Program Review Manual	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> The committee looked over the existing procedure manual. Glenn is going to revise the statement about Outcomes. Meeta is going to check with SPC about the

		<p>statement and flow chart in that section. Stacey is going to review the manual, update it and bring it to the next meeting.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>VII. NEXT MEETING DATE:</p>		<p>Future Meeting Dates:</p> <p><i>Fall 2018: 9/17/18, 10/1/18, 10/15/18, 11/5/18, 11/19/18, 12/3/18</i></p> <p><i>Spring 2019: 2/4/19, 3/4/19, 3/18/19, 4/1/19, 4/15/19, 5/6/19, 5/20/19</i></p>