

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p>Monday, March 18, 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: Meeta, Stacey, Glenn, Gary, Les, Rich, Kathy

Absent: Svetlana, Reina, LaDonna

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Workshops have been held, some well attended, some not. One division and one department scheduled workshops just for their faculty to work on their PR reports with assistance.
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Approval of Meeting Minutes -2/4/19 -3/4/19	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> both approved, 2 abstentions re: 3/4
IV. PR Workshops	<i>Stacey</i>	<u>Issues Discussed:</u> No additional general workshops seem necessary. Stacey will send out a reminder of upcoming workshops and invite deans and department chairs to schedule time for their divisions and departments <u>Action Taken:</u> <u>Follow Up Items:</u>
V. Peer Review Template	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Meeta shared a new template that she put together to better align with the new Program Review template. <u>Action Taken:</u> Committee discussed and agreed to use the new template. <u>Follow Up Items:</u>

VI. Peer Review Procedure	Meeta / Stacey	<p>Issues Discussed: We discussed continuing the process of only providing a formal Peer Review process and feedback for those areas under “Comprehensive” review. For any areas doing an “Annual Update” report, the Program Review Faculty Co-Chair will read their reports and provide informal feedback.</p> <p>Action Taken: Committee discussed and agreed.</p> <p>Follow Up Items:</p>
VII. Program Review Manual	Meeta / Stacey	<p>Issues Discussed: The existing manual is 26 pages long and contains a lot of detailed information, some of which is useful and some not. It also contains the old PR templates which need to be removed. We will look at the PR manual at our next two meetings to start making revisions.</p> <p>Action Taken:</p> <p>Follow Up Items: Bring existing “manual” to next meeting, begin revision process.</p>
VIII. NEXT MEETING DATE:		<p>Future Meeting Dates: <i>Fall 2018: 9/17/18, 10/1/18, 10/15/18, 11/5/18, 11/19/18, 12/3/18</i> <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>