

# Program Review Committee Meeting Minutes

Monday, March 4, 2019  
L-201  
Time – 3pm – 4:30pm

**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, Meeta, Svetlana, Richard, Glenn, LaDonna*

*Absent: Les, Gary, Reina, Kathy*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b>
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Approval of Meeting Minutes -2/4/19	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> tabled until next meeting <b><u>Action Taken:</u></b>
IV. PR Workshops	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Meeta & Svetlana will host some data workshops. T/Th is best. Maybe hold a special session for OO data. Stacey will pick some dates for general PR workshops. <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b> Stacey will schedule a few dates and reserve computer labs. In the meantime, Stacey will send out e-mails with tips for writing program review reports.
V. Peer Review Template	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Given the changed Program Review report template, we also need to update our Peer Review template and procedures. <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b> Meeta will work on a draft peer review template to be looked at next meeting.
VI. Peer Review Procedure	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> We will revisit next meeting. We need to consider the meaning of “comprehensive” versus “annual

		<p>update” and who and how these reports are reviewed, and what type of feedback is provided.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
VII. Program Review Manual	<i>Meeta / Stacey</i>	<p><b><u>Issues Discussed:</u></b> Tabled until after Peer Review Template and Procedures are better defined.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
VIII. NEXT MEETING DATE:		<p><b><u>Future Meeting Dates:</u></b></p> <p><i>Fall 2018: <del>9/17/18, 10/1/18, 10/15/18, 11/5/18, 11/19/18, 12/3/18</del></i></p> <p><i>Spring 2019: <del>2/4/19, 3/4/19, 3/18/19, 4/1/19, 4/15/19, 5/6/19, 5/20/19</del></i></p>