



# Program Review Committee Meeting Agenda & Minutes

Monday, October 2, 2017  
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  
 VACANT, Faculty Representative  
 Cristy Simmons, Classified Representative  
 Dr. Les Uhazy, Academic Affairs  
 Ann Steinberg, Student Services

*Present: Stacey Adams, Dr. Meeta Goel, Dr. Glenn Haller, Dr. Svetlana Deplazes, Reina Burgos, Kathy Osburn, Rich Fleishman, Cristy Simmons, Dr. Les Uhazy*  
*Absent: Ann Steinberg*  
*Guests: None*

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 -September 18, 2017	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> none <b><u>Action Taken:</u></b> Approved unanimously
IV. Review of templates: -Comprehensive -Annual Update	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Academic & Non-Instructional Comprehensive and Annual Update templates were reviewed, minor updates for new school year, logo, added a field for “other” trends. <b><u>Action Taken:</u></b> Templates approved <b><u>Follow Up Items:</u></b> Templates will be finalized and distributed to divisions and posted to PR webpage.
V. Review of Program Review Data Available	<i>Meeta / Svetlana</i>	<b><u>Issues Discussed:</u></b> Data dashboards were reviewed. Suggestions for improvements include: -adding an instruction regarding hovering over data items for more detail -adding a legend for term 10, 30, 50, 70 (Intersession, Spring, Summer, Fall respectively) <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b> Dashboard / Tableau data training needs to be

		offered, possibly in Jan/Feb 2018
VI. Committee Goals for 2017-2018	<i>Meeta / Stacey</i>	<p><b><u>Issues Discussed:</u></b> Goals for 2017-2018:</p> <ul style="list-style-type: none"> <li>-Work toward better alignment of resource requests with Budget Committee</li> <li>-Streamlining / simplifying templates</li> <li>-Consider using e-Lumen for the Program Review process</li> <li>-Clarifying the purpose of Program Review to the campus community</li> </ul> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b> Contact SPC &amp; BC Committee Chairs regarding alignment of resource requests.</p>
VII. NEXT MEETING DATE:		<p><b>Fall Meeting Dates:</b> 10/16, 11/6, 11/20, 12/4</p>