

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p>Monday, October 7, 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, Glenn, Gary, Meeta, Rich, Kathy
Absent: Reina, Les, LaDonna, Svetlana
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u>
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Approval of Meeting Minutes -9/16/19	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Unanimously approved
IV. All College Planning Retreat	<i>Meeta</i>	<u>Issues Discussed:</u> Meeta reported on the retreat. A planning group will be following up to continue the planning process. <u>Action Taken:</u> <u>Follow Up Items:</u>
V. Committee Structure	<i>Stacey</i>	<u>Issues Discussed:</u> We had discussion about switching to a Division Rep structure. We would take the existing structure but change the faculty representatives to division reps, and add 1 at-large faculty rep. Each member also needs a proxy. <u>Action Taken:</u> <u>Follow Up Items:</u> Present idea for new structure at next meeting and take action.
VI. Program Review Report Status and Peer Review Status	<i>Stacey</i>	<u>Issues Discussed:</u> MSE report has been received and has been sent to peer review. <u>Action Taken:</u> <u>Follow Up Items:</u> Stacey will contact Les regarding Rhetoric &

		Literacy report outstanding and get thoughts on deans and 10 +1. Stacey will contact department chair from Rherotic & Literacy.
VII. Budget Committee Update	<i>Rich / Meeta</i>	Issues Discussed: No report, Budget Committee meeting cancelled Action Taken: Follow Up Items: Rich and Meeta will get on next SP/BC meeting agenda
VIII. PR Template Changes -Link to budget requests?? -Data section at end -Checkboxes that work -Other suggestions:	<i>Stacey</i>	Issues Discussed: Changes to the PR Template for 2019-2020 were discuss. We've fixed the checkboxes for now, at least. We've added a Part 5 Data section. Action Taken: Follow Up Items: Next meeting we will review the template and take action (vote). Please review the 2018-19 template (still can be found on the PR webpage) in detail and bring your suggestions.
IX. PR Training & Workshops -Canvas Training Course -Workshops for Divisions -Deans	<i>Meeta / Stacey</i>	Issues Discussed: A Canvas shell has been made and Stacey will start working on building a PR training course in Canvas. Meeta will suggest at Dean's meeting that they take advantage of PR workshops for their Divisions and Departments. Action Taken: Follow Up Items: Keep working on building Canvas training.
X. NEXT MEETING DATE:		Future Meeting Dates: Fall 2019: 9/16 , 10/7 , 10/21, 11/4, 11/18, 12/2 Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18