

Program Review Committee Meeting Minutes

Monday, December 2, 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, Director of IR
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, Kathy, Reina, Rich, Svetlana, LaDonna

Absent: Meeta, Les, Gary

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Approval of Meeting Minutes -10/21/19	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved unanimously
IV. Committee Structure	<i>Stacey</i>	<u>Issues Discussed:</u> LaDonna suggested changing the Admin Member (appointed by VPAA) to Academic Dean (appointed by VPAA) <u>Action Taken:</u> Approved with changes, unanimously <u>Follow Up Items:</u> Stacey will sent to Senate ASAP
V. PR Peer Review Form	<i>Stacey</i>	<u>Issues Discussed:</u> Over the winter, please think about if / how our peer review form could be improved to better fit reviews of large and diverse divisions and areas. <u>Action Taken:</u> <u>Follow Up Items:</u> We will discuss this at our first meeting in the Spring. Please come prepared.
VI. Committee Member Responsibilities / PR Checklist	<i>Stacey</i>	<u>Issues Discussed:</u> Over the winter, please think about the responsibilities of committee members and potentially brand new division reps and make a checklist of what a division rep should look for before the Program Review report is

		submitted. Action Taken: Follow Up Items: We will discuss this at our first meeting in the Spring. Please come prepared.
VII. Budget Committee Update	<i>Rich / Meeta</i>	Issues Discussed: Rich reported that progress is being made. The Budget Committee has added language regarding budget requests that requires the request to specifically point to where support for the request is found, for example citing exactly what page in the Program Review it is found. Action Taken: Follow Up Items:
VIII. NEXT MEETING DATE:		Future Meeting Dates: <i>Fall 2019: 9/16, 10/7, 10/21, 11/4, 11/18, 12/2</i> <i>Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18</i>