

PROGRAM REVIEW COMMITTEE
TUESDAY, OCTOBER 18, 2011

UNAPPROVED MINUTES

Attendees: Stephen Eaton, Billy Barnes, Nan Gomez-Heitzeberg, Anna Agenjo, Michael Brago, Kimberly Nickell, Liz Rozell, Kristen Rabe, Meg Stidham, Ann Morgan, Angelica Gomez

Meeting was called to order at 3:35 p.m.

Minutes were approved as written.

Faculty Position Requests – Budget Change Proposal will be the accepted form for Faculty Position Requests. Danielle in Nan's office is preparing an e-mail indicating a timeline for submission and a link to the proper form. The requests will then be posted to the public folders.

The Annual Program Review documents will also be posted to the public folders so that they may be referenced when reviewing the Faculty Position Requests, with a subfolder labeled "Faculty 12-13".

A point to consider, Student Services APR's are not due until the end of October. These programs may be requesting faculty positions as well and the committee will not have the APR for reference. For this year, these programs are being asked to turn in their Budget Change Proposals as soon as possible. The suggestion was made that Student Services turn in their APR early or be sure that the reference data is embedded into the Budget Change Proposal form next year.

The work will be divided up between the members, each request being reviewed by two people. Consideration will be given to members so that they don't review positions within their own areas. Stephen will send out a checklist for the review of the Budget Change Proposals by tomorrow (10/19/11). The form will include a comments section on the bottom. **Reviews will need to be submitted to Billy and Stephen no later than October 28th**. Program Review Committee will send summary of faculty position requests to College Council. The summary will indicate how well each of the Faculty Position Requests met the criteria generated from the Chancellor's office and the Academic Senate President. The summary will be submitted to the President and College Council by November 4th. Billy will request to be on the agenda for the November 4th College Council meeting to answer any questions.

The review of the Budget Change Proposals will be shared with the department chairs when they receive feedback on their Annual Program Review.

Annual Program Review - Stephen will speak with Todd Coston to set up a SharePoint folder for the Annual Program Review material. More detailed information will be shared next meeting regarding SharePoint.

Next meeting is scheduled for Tuesday, November 8th at 3:30 p.m. in Collins Conference Center.

Meeting adjourned at 4:45 p.m.