Program Review Meeting Minutes 1/31/17

Start time: 1533

Attendance- Neely Hatridge, Nicole Hernandez, Kim Nickel, Anna Agenjo, Sue Vaughn, Odella Johnson, Mark Osea, Kristin Rabe, Meg Stiham, Savanna Andrasian, Diane Allen,

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| Topic | Discussion | Action and/or Future Action |
| Approve agenda items | Minutes from last program review meeting | Approved by all in attendance |
| Accreditation: Standard 1B | * Kim discussed benefits of volunteering for standard 1B
 | If wanting to volunteer for standard 1B- contact Kim |
| Continue the Discussion of forms | * Manny requested for item on agenda, but is out sick.
* Kristin analyzed rows requested for review
* Need to sort by year for when the comprehensive review is due
 | Need to continue topic on agenda for next meeting for Manny to lead discussion |
| PRC Committee Website | * By end of week, current forms/info should be updated.
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| Survey | * Survey was created and sent through PRC e-mail (yesterday) to FCDC open till February 14th.
* Deans and chair will forward to areas/ people who worked on the PR for feedback.
* Will meet with Kate P. and the assessment committee to analyze form/feedback.
* Some confusion regarding what to put on assessment section (comprehensive vs. annual), assessment received incorrect information.
* As of today, 8 responses received
 | Will analyze results when survey is completeKristin will send survey to PRC to review for inside perspective of survey |
| Compare layout of AU forms | * Majority of committee approves table layout style for resource request.
* There is some information on table format missing when compared to numbered layout
* Need to consider flow of document- have beginning be a reflection/analysis of program and them have resource requests (future analysis) come after.
* Equity will be acknowledged is assessment form so not to be repetitive
* Mark- concern for column of discussing how effective request may be for student success for programs that are not related to instruction.
* Neely- perhaps heading should say “discussion” or “explanation”
* Sue- concerned about equity not being on form.
* Goal is to have AU and Comprehensive form up on website by March.
* Sue- need to include a section that analyzes contribution of pathways
	+ Could it be a question as simple as “what is your contribution?”
	+ Neely- may have conflicting response from departments; need to specify what info/data we need to analyze
	+ Needs to ask question in general way to allow way for all departments to respond
* Mark- wants to have all areas with “boxes” so it is known that you are required to type in that section
* Sue- best practices is now included
	+ Kim- it was not always included so this is an attempt to receive a response
 | Kristin- Delete heading “discuss how effective request is for student success”Kristin to follow up on how to include equity in AU form.Kim- to meet with Mark next week to see how this could assist with 5000 word essay |

Meeting adjourned at: 1622