**Program Review Committee**

 **Tuesday, September 8, 2015**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

**Meeting Notes**

1. **Today’s Note Taker**
	1. 9.8.15- Anna Agenjo

**Committee Members in attendance**: Anna Agenjo, Kate Pluta, Manny Mourtzanos (co-chair), Jessica Wojtysiak, Kim Nickell (co-chair), Kristin Rabe (co-chair), Mark Staller, Sue Vaughn, Diane Allen, Hal Mendoza, Jennifer Johnson, David Neville, Liz Rozell, Michael Carly, Laura Lorigo, Meg Stidham

**Committee Members absent:** Diane Baeza, Bernadette Towns, Bernadette Martinez, SGA rep, Martiza Salgueiro-Carlisle

1. **Review and approve agenda items. Items approved.**
2. **Review of 2015-16 PRC timeline –** Discussion of timeline including clarification of dates for first reads, number of first reviews expected, number of certificates of achievement (33), and the need of a hard deadline for reviews to be submitted to the appropriate Deans.
3. **Committee Charge/Goals for 2015-16 –** Kate emailed the Charge document to the entire committee for suggestions and feedback. Liz Rozell volunteered to compile all the feedback to present at the next committee meeting (September 22, 2015)

Discussion:

David Neville, as co-chair, had volunteered the Assessment Committee to review the assessment portions of the program reviews. Because of the current forms, this will prove difficult for this year, but will be considered for the future as the forms are “tweaked” to allow it. The Committee agreed this would be very helpful in the future.

Kristin will again be responsible for assigning reviews to committee members. She will attempt to give each reader a mix of instructional/administrative and student services’ reviews. Kristin and the other co-chairs will review the master list of assignments before disseminating the list to the Committee. Kim Nickell and Meg Stidham will both follow up with faculty and classified to recruit more members to the Committee which will help with the workload. First and second readers should share their checklists and **feedback from all readers is due to the PRC chairs by October 23rd.**

Kim Nickell walked the committee through the forms. As readers review the forms, they are not offering evaluation of the data, but are looking for clarification. If the reader has no questions about a specific section, they would mark YES on the checklist. Readers should be mindful that all required sections are complete, such as the Goals section. It was decided that position, technology and facilities requests would not move forward to the appropriate committees if the review was not complete.

**Meeting adjourned at 5:02 p.m.**

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| **Draft Schedule to Accomplish Goals** |
| September 11 |  | First Draft due to PRC – for early review and comments |
| September 16  |  | Comments from PRC to early document submitters |
| September 21 |  | Annual Updates due to the Deans |
| September 28 |  | Annual Updates and Comprehensive Updates due to PRC |
| September 29 |  | PRC Reviews  |
| October 26 |  | PRC Comments Due  |
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**Next Meeting: Tuesday, September 22, 2015**

**Note taker: Kate Pluta**