Program Review Meeting Notes

11/25/14

Members Present: Kate Pluta, Michele Bresso, Diane Allen, Anna Agenjo, Kim Nickell, Bernadette Towns, Sue Vaughn, Michael Carley,

Review/approval of minutes: Kate identified corrections in the minutes of 11/4/14. Minutes approved by acclamation.

General information:

* No need to meet December 9, 2014

Discussion of Draft Annual Update Process and Outcomes Report:

* Kate received feedback on changes from committee members who could not attend meeting and incorporated them into the latest draft
* Many departments didn’t complete reviews for every program under their auspices. The committee discussed ways to clarify instructions to department chairs and deans to ensure that PRC receives a review for every program. Degrees and certificates of achievement require PRs. Job skill certificates do not.

Decisions

* For the January 2015 meeting, committee members will identify exemplary program review elements from submitted program reviews to put forward as a strong example for chairs to use as models for next year’s PRs.