**Program Review Committee Notes**

**Tuesday, February 24, 2015**

**3:30 p.m. – 5:00 p.m. in Library 149**

1. **Today’s Note Taker—Kate Pluta via conference call**
2. **Action Items:**
3. The committee discussed the effective program review elements that had been submitted and agreed that we also need examples of the following (for the March 10 meeting):
   1. Goals Sections
   2. Conclusion
4. Other actions for next meeting:
   1. Evaluate outcomes examples for best choices (David, Michele, John)
   2. Work on Curriculum Form (Billie Jo)
5. **Discussion:**
6. **Annual Update forms**: Landscape format is good as is order of elements. Further work needs to be done on new assessment elements (documenting process with dates and mapping).
7. **Calendar:** Committee members discussed program review process due dates in relation to other key events that must occur, e.g. curriculum, assessment, and budget processes.

Key question: Could program review process move to spring or be finished in spring?

Billie Jo noted that the current fall schedule kills curriculum work.

Assessment has several deadlines (end of year assessment results and ACCJC report due end of March)

Budget process happened last month but needs to be tied closely to program review process. Laura noted budget needed to be button-downed much earlier than April. Laura stated that budget needs to be button-downed much earlier than April. Laura presented forms to Budget Committee that Monday.

Kate noted that AIQ has been working on identifying and aligning major planning processes. Note: at the Tuesday, March 3 meeting Nan proposed AIQ begin with developing a calendar that captures our planning as it occurs now. Then we will examine how the pieces fit or should fit together.