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| **Program Review**  Sept. 20, 2016  https://committees.kccd.edu/bc/committee/programreview  Tuesday, 3:30-5:00, September 20, 2016 | | |
|  | **Co-Chairs:** Manny Mourtzanos-administration, Kristin Rabe- classified; Kim Nickell, Faculty  **Members**-Diane Allen, Counseling; Anna Agenjo, Library; Bernadette Towns, FACE; Andrea Tumblin, Mathematics; Hal Mendoza, Business; Mark Osea, Counseling; Neeley Hatridge, Communications; Odella Johnson, ACDV; Beth Rodacker, EMLS, Pam Davis, ASL; Nicole Hernandez, NURS; Heather Baltis, AG.  **Administrators-**Sue Vaughn, Enrollment Services; Laura Lorigo, Administrative Services; Liz Rozell, STEM; Angela Bono, Adjunct,  **Classified-** Meg Stidham, CSEA designee  **Student-** SGA: vacant  **Research representative** vacant. |  |
| 1 | **Today’s Note Taker--**  Aug. 23, 2016-Anna Agenjo  Sep. 6, 2016-Kim Nickell  Sept. 20, 2016-Sue Vaughn  Forms to be used are **NOT** the ones on the website, correct forms have been sent to Faculty Chairs or Directors. |  |
| 2 | **Review and approve agenda items.**  Approved as distributed |  |
| 4 | **Review and approve minutes**  Approved unanimously. Minutes of last meeting, Open Session, will distributed for review before next meeting. |  |
| 5 | **Norming Checklist Reads**  First reader is the one who submits to Kristin, All should be completed and returned to her by October 17.  There are copies of reviews from the past three years on Share point, Kristin will send the link.  Look at the entirety of the document, then use the checklist to determine all bullet points have been responded to.  Our job is to provide helpful feedback not to evaluate.  The Comprehensive is a look at the past, current and future years while the Annual is just about the present.  Consider if the content makes sense to you, if it does it will probably make sense to the AACJC who will look for this information when they come for accreditation visits.  Pam will clarify our role wrt the Assessment page.  The budget question within the AU or Comprehensive will be dialog for budget purposes, but that the actual form will not be included within the packets that we receive to read.  The area deans, VPs will handle the forms.  The conclusion needs to be comprehensive enough that the reader knows what is going on in the department. |  |
| 6 | **Goals for the semester**  We agreed that we do not need make any changes to our charge at this time. |  |
| 7 | **Strategic Directions**  The topic was tabled. We will receive copies to review before our next meeting. |  |
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Sav, 9/21/16