**Program Review Committee**

**Tuesday, October 6, 2015**

**3:30 p.m. – 4:21 p.m. in Levinson 40**

**Minutes**

1. **Today’s Note Taker--**
   1. 8.25.15: Kristin Rabe
   2. 9-8-15: Anna Agenjo
   3. 9-22-15: Kate Pluta
   4. 10-6-15:Kim Nickell
   5. 10-20-15:
   6. 11-3-15:
   7. 11-17-15
   8. 12-1-15:
2. **Review and approve agenda items.**

**The meeting was abbreviated from the current agenda.**

1. **AU and Comprehensive submittals. Problems, questions during reading and responding process? Any trends, issues?**

**What action do we take when an AU or Comprehensive comes back and the writer states that a section doesn’t apply to them? This includes the wrong forms, not completing sections of the AU or Comprehensive. We will norm those at the end of the review to take back to deans. Forms must be current. Deans are being approached about this. If forms are not current, they will not be forwarded.**

1. **PRC reading list modifications**

**Everything is in with the exception of a few Admin units. Modifications to the reading list were explained by Kristin. The group discussed first/second reader protocol, differentiating between reader comments through different fonts. Committee members working together can collaborate however they choose.**

**Admin units CTE can be found under the dean for that area**

**Library, student health center, international student center and several others that were not on read list fall under the appropriate dean.**

**Committee discussed the future need to meet with deans of admin units and other programs to help in classifying special programs and programs that don’t lead to degrees.**

1. **Committee Charge/Goals for 2015-16-Liz Rozell – Action item- Liz will send out charge. Reflect on goals.**
2. **Strategic directions committee co-chair report – Kristin and Kim gave a report of the October 2 meeting for the chairs, part of the discussion at the meeting included the May Summer Institute. The need for an all day workshop for spring is a goal.**

**Action item- Kim will send strategic directions form for the PRC Chair report due on Nov. 12.**

**Action item- Everyone wear red for picture day on October 20**

**Action item –We will discuss AU and Comp checklists and norm them so we can get them back out to deans.**

**Action item- The absolute deadline for checklists is 12:00 pm Oct. 19.**

**Next Meeting: Tuesday, October 20, 2015 – 3:30-5:00 in Levinson 40**