**Program Review Committee**

**Tuesday, April 14, 2015**

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

**Minutes**

1. Today’s Note Taker--
   1. 9.9.14—Kim Nickell 1.27.15—Michele Bresso
   2. 9.23.14—Michelle Bresso 2.10.15—worked on forms
   3. 10.7.14—cancelled due to water issue 2.24.15—Kate Pluta
   4. 10.21.14—Kristin Rabe 3.10.15—Michele Bresso
   5. 11.4.14—Jennifer Johnson 3.24.15—Meg Stidham
   6. 11.25.14—Michele Bresso 4.14.15—Sue Vaughn

4.28.15—

1. *March 24, 2015 minutes approved*.
2. PRC Photo! (wear your red and white) postponed due to co-chairs absence
3. Update on ancillary forms for Annual Update and Comprehensive Program Review:
   1. Budget Form—*Kristin will contact Laura for final version*.
   2. Curriculum—*David will contact*.
   3. ISIT—form is finalized
   4. Professional Development—No Changes
   5. Facilities—*Kristin will meet with Todd and Craig and finalize on Wednesday.*
   6. Certificates—keep as is
   7. Best Practices—*Kate still needs to review.*
4. Update on Three-Year Comprehensive cycle—*Jennifer will send list committee after obtaining the list from Billie Jo.*
5. Update on list of programs to use for 2015-16—*Billie Jo and John are working on this.*
6. *Discussion of Comprehensive forms will continue at next meeting. We will need to review the new parts on equity and updates on assessment and curriculum.*
7. Develop training agenda for April 24, 2015 . *See Sue’s draft memo to Cabinet about the half-day workshop in May or August.*
8. PRC Committee Report—*Meg and Kimberly will draft ???? (bad notes here).*

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| ***Standard I.B.9.*** *The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)* |

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| **Draft Schedule to Accomplish Goals** | | |
| February 10 |  | Pick examples of effective program review elements and post to website.  ~~Revise Annual Update--completed~~ |
| February 24 |  | Discussion of Annual Update form proposed revisions |
| March 10 |  | ~~Finish Annual Update revision--completed~~.  Agree on effective examples to post on website, e.g. goals, outcomes, conclusions.  Revise Comprehensive Program Review  Plan training for spring and fall  Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list. |
| March 24 |  | Plan for program review for general education🡪review Integrated Program Review proposal; work with Curriculum Co-Chairs and VP Academic Affairs. |
| April 14 |  | Continue with above activities. |
| April 24, 8:30 |  | FCDC—training with faculty who compiled model program reviews; provide revised forms  Open training following FCDC |
| April 28 |  | Wrap up and celebrate! |