Program Review Committee Meeting Minutes – November 17, 2015

***Call to Order:***

* Meeting was called to order at 3:35 pm

***Approval of Agenda and Minutes***

* Agenda for meeting (11/17/15) was adopted
* Minutes from previous PRC meeting (November 3, 2015) were unanimously approved

***Reports on 2016-17 Updates to Program Review Forms***

* Student Affairs Program Reviews (Sue Vaughn):
	+ Need for CTE program review forms to include Gainful Employment information
	+ Incorporation of a grid for trend data
	+ Recommendations that comprehensive reviews not apply to CTEs since it doesn’t produce significant information and especially since CTE programs require external reporting and accountability.
	+ Refer to attachment for specific information (email from Sue Vaughn dated November 11, 2015)
* Instructional Program Reviews (Kim Nickel and Jennifer Johnson):
	+ Survey Monkey was distributed to all faculty; announcement was made to FCDC about soliciting feedback on improving the program review forms.
	+ A copy of the survey questions was distributed to PRC for review; Jennifer obtained feedback for improving the questions
	+ Refer to attachment for reference to original survey questions (prior to recommended revisions)
* Administrative Program Reviews (Manny Mourtzanos):
	+ Met with EAC and Admin Council
	+ Received limited, but helpful, suggestions for improvement related to:
		- The exclusion of questions specific to instructional programs
		- The inclusion of information pertaining to the review/revision of departmental website and directory information
* CTE Programs (Jennifer Johnson):
	+ Feedback will be solicited from FCDC.
	+ CTE programs must do a completely different program review process every 2 years.
	+ The committee is interested in developing a streamlined program review process to minimize duplication of efforts
* Auxiliary Services Program Reviews:
	+ No updates to report

***Committee Charge:***

* Feedback was obtained from Kate Pluta. Kim presented the updated charge to the committee (Kristin)
* PRC unanimously approved the new charge

***Strategic Directions Report:***

* PRC submitted our Strategic Direction Report. All is well.

***Action Items:***

* Contact Michele to obtain more information related to the likelihood and timeline for the implementation of Elumen (Kristin)
* Proposed revisions to AU forms be submitted to PRC for action at next PRC meeting (all PRC leads overseeing feedback process for their respective areas: Instructional, CTE, Student Affairs, Admin, and Aux Services)

***Next Meeting:***

* Tuesday, Dec. 1 - Wear red for a committee picture
* Bring treats! ☺