**Program Review Committee Notes from Oct. 19, 2021 Meeting**

We welcomed Dominica Dominguez as the committee’s classified co-chair.

Kristin’s Updates:

* Reading list was delayed as many program reviews had not been submitted their program reviews by the deadline.
* Reading lists will be sent out soon. Each reading team is color-coded and will be assigned about 9-10 program reviews.

Kristin demonstrated how to access elumen.

* This meeting was recording, so if anyone needs help accessing elumen, he/she/they can watch the video of this meeting.

Program Review Committee comments go at the top of each assigned program review.

* To see old program review comments, members can be asked for a “hard copy” of an old review.
* Previous program reviews are available on the Program Review Committee Canvas site and in the Google Docs Kim has made available on the Program Review Committee webpage.
* In the future, members will be able to see program reviews without feedback on the Program Review Committee website.

For information about norming, please see the Google Doc on the Program Review Committee website.

* On the Program Review Committee website, members can find information about elumen, norming, and other helpful resources.

Question: Can departments see who reviewed/provided feedback on their program review?

Answer: Yes. Elumen will show the last person who edited/accessed the document.

* If a Program Review Committee member is concerned about be associated with feedback, that member can send his/her/their feedback to Kristin and Kim, and they will drop in the review member’s comments.

Question: Can Program Review Members access past years’ program reviews?

Answer: Yes. Contact Kim to have access to prior years’ program reviews.

Question: Do we have access to past program goals to compare to current program reviews?

Answer: We can include this in future program review documents.

Question: Do we have access to past years’ request forms? This may be helpful to document how many times a request has been made and what are the reasons this request has been denied.

Answer: We can include this in future program review documents.

* Note: Not all program reviews may include resource request forms. But if you suspect a resource request form is missing, you can contact Kim or Kristin to verify.

Looking Forward:

* As members read their assigned program reviews, please keep in mind improvement ideas for our spring planning.
  + Please keep a note of trends you are seeing while reading the reviews so we can present those in the Program Review Committee summary report and we can discuss them in our spring planning meetings.
* Kim noted that Program Review Committee was not able to reach out to other committees to get the word out about program review and deadlines.
  + As a result, Kim and Kristin have asked for a couple minutes in future FCDC meetings to talk about getting program reviews completed and submitted.
* Think about how we can incentivize programs to get started on their program reviews earlier.
  + One idea is to send periodic emails, suggesting looking at your program’s mission, letting programs know data is now available, informing programs they do not need to wait for district data to start other parts of their program reviews.