**Program Review Meeting Notes 11/01/2022**

Call to Order- 3:35 pm

**Teams- Kristin**

* Kristin shared initial spreadsheet with teams.
	+ If you do not hear from team member reach out to Kristin or Kim for assistance
* Non-instructional areas requested an extension. It was suggested that non-instructional areas continue to work on their Program Review without an extension date to get them completed as soon as possible. Some instructional areas have also not completed their program review.
* The spreadsheet with assignments will be available on the PRC Resource Page- accessible to committee members only.
	+ If readers come across incomplete programs, try to keep checking back as some areas are submitting late.

**ACCJC**

* Anyone interested in being a part of the committee? It is a two year process.
* Discussed importance of documenting work to and saving it under “Accreditation”. This serves as evidence and helps with the writing process.
	+ Keep track of agendas and minutes
	+ List outcomes

Steve Waller mentioned that faculty in FCDC questioned level of detail in an annual Program Review, and suggested a possible three year cycle.

Kristin suggested looking at what pieces of the Program Review can be done earlier rather than a three year cycle. The Program Review continues to be streamlined. It is necessary to have certain details on an annual basis for resource and budget requests.

Discussed the importance of committing to a timeframe and utilizing office hours provided by Kristin and Kim.

**Norming- Kim**

* Looked at a Program and discussed steps for readers
	+ Select “Initiative Review Member”
	+ Select program being reviewed
	+ Click “Initiatives” tab
	+ Feedback section at top of program
	+ **Do not** click publish after reviewing
* Kim will work on getting everyone “Initiative Review Member” role in eLumen
* Kim and Kristin will send out teams and assignments

**By next meeting:**

* Give feedback- Issues/trends that need to be addressed over Spring 2023
* Do you see anything redundant? Can it be streamlined?

**Program Review feedback due by late November/early December (8-10 programs per person)**