**Program Review Meeting Notes, April 11, 2018**

* Review 2018 Timeline and Template

Has put the new timeline for 18-19 on the website. Hoping to transfer to Omni soon

* + Available: April 3-Oct. 22; 10/14-11/16
  + (reading period); 11/26 – Dec. 7 prepare the Division Summary;
  + Program feedback: 12/7-21
  + Division summary to division members by Jan. 14 for a Division meeting Jan 16 for discussion; finalize the summaries by the 25th of January
  + People seemed to like the Opt Out option; comfortable with the template; will suggest IR office and SLO committee may need to hold workshops in fall to support people in the fall
    - Will need to let allocation committees know about the “Opt-Out” option - need to clarify that this should not impact a program’s ability to ask for resources
    - It’s also been asked if people can cut & paste from previous program reviews (yes!)
    - Educational Master Plan – go to the Goals and Strategies page of the document (p.ii)
    - The professional development questions were updated
* Review Updated FAQs
  + Updated – group them into program review purpose and function; process and division summary
  + Added LPC Collaboration explanation under topics
  + Let Karin know if you have any suggestions
* Division Summary Form
  + Don’t want to change the PR template since it is frustrating to writers
  + Don’t want to writers to focus on only specific categories or to duplicate their writing throughout the program review
  + Changing the division summary though may cause concerns for the committees that will be using the Division Summaries for planning
  + What is the balance between writing down what each program is doing and capturing main themes
  + Maybe use the current template just for the readers but the Deans could have only the executive summary
  + Do we need these category boxes at all? Is the executive summary the main idea? Only list the needs? Do the executive summary and use the same check boxes as on the program review template?
  + Delete the executive summary section and keep the recommendations? Does a committee use the executive summary? The group recommends this as an action; Karin will email Deans, VPs, IPEC and President for feedback on the idea
  + The community collaborations sections are very important to Student Services
* PRC Chair Position – 4 unit reassign time; happy to keep doing it but will need to announce to the whole campus; also open to shadow/train for next year
* Maybe make it a goal to streamline/coordinate the Administrative Program Review process with the Instructional Program Review process for next year
* We may not need another meeting if we finish the templates and get approval. Keep the final meeting for now in case there are any time sensitive items coming up.