PROGRAM REVIEW COMMITTEE

MINUTES

Wednesday, March 13, 2024 | 3:00 PM | L2302

Meeting Minutes

1. **Welcome/Call to Order** at 3:04 PM

2. **Public Comment**
   - *None at this time*

3. **Review and Approval of Agenda,** 3/27/2024

4. **Review and Approval of Minutes,** 3/13/2024

5. **Action Items**
   - *None at this time*

6. **Old Business**
   - Continue revision of the 2024-25 Program Review template (full).
     - The committee went through the cleaned-up revision of the template we worked on in the previous meeting.
     - New Revisions include: addition of Area E. Curriculum Updates, and addition of Official Program Review Committee section at end.

7. **New Business**
   - **New Chair for 2024-25/2025-26.**
     - Karin Spirn has agreed to chair the committee next year.
   - **Establish Program Review Timeline for 2024-2025**
     - *Reminder: Update the links on the website for the new timeline.*
     - Program Reviews due first Monday in November 11/4
     - Division Summary Meetings set by end of November 11/29
     - Division Summary Meetings held 1/27 – 1/31
     - The last day for discussion of the Division Summaries at Division Meetings 2/19
     - Division Summaries to be sent to the PRC 2/25
     - Division Summaries to be sent to the IPEC Chairs 2/28
   - **Reading & Division Summaries**
     - One reader or two? Having the one reader seems to be the best option for a multitude of reasons. The committee decided to stick with one reader with the caveat that readers aren't allowed to read in their own division.
     - Using the one-reader model, it was suggested to maybe have the program review committee reader focus on all the sections except SLO's, and then have an SLO committee member assigned to read the SLO section.
     - Another suggestion was to have professional responsibility hours dedicated to helping with program review reading and reach out to the President's Office to ask to be part of November's Town Meeting to recruit readers/solicit volunteers.
   - **Program Review Website Updates**
     - Timeline for new Program Review cycle 2024-2025
     - Meeting Minutes / Division Summaries

8. **Updates for the Next Meeting,** 4/10/2024
   - This meeting will be short; 3:30 – 4:30 PM
   - John Rosen, SLO Chair, will be here to share feedback on the SLO section of the new Program Review template.
   - We will review and revise the Division/Reader Summary template for 2024-2025
   - Nadiyah will work on the Executive Summary and email out to campus.

9. **Adjournment** at 4:30 p.m.

10. **Next Regular Meeting:** Wednesday, April 10, 2024 at 3:30 PM