**Program Review Committee**

**March 9, 2018**

**SS 104, Time: 9:00am**

**Notes**

**Present:** George Potamianos, Kris Chorbi, Shemya Vaughn, Mike Peterson, Katie Schoenfield, Diqui LaPenta, Cindy Hooper, Stephanie Burres (support)

1. CALL MEETING TO ORDER

* Meeting called to order at 9:10am

2. REVIEW & APPROVE 02/23/2018 NOTES

* Minutes approved.

3. ACTION & DISCUSSION ITEMS

*3.1 Discuss Program Review themes*

*Instructional Annual Program Review Themes*

*Instructional Comprehensive Program Review Themes*

*Administrative Services Program Review Themes*

*Student Development Program Review Themes*

* *Use specific programs as example of themes.*

*3.2 Draft Executive Summary*

Responsible Parties: Stephanie will develop a draft of the final report and executive summary to be reviewed by committee members prior to our next meeting.

*3.3 Discuss template revisions*

Template revisions as outlined in out summary of recommendations presented at our last meeting. The committee agrees that those listed are appropriate to be included in our executive summary and report out.

*3.4. Discuss Program Review process revisions*

Program Review Process revisions as outlined in our summary of recommendations presented at our last meeting. The committee agrees that those listed are appropriate to be included in our executive summary and report out.

4. OTHER/FUTURE AGENDA ITEMS

*4. 1 Follow-up Tasks*

* PRC membership requirements updates for IEC, Senate and CSEA
* Complete and Approve Executive Summary
* Agendize Executive Summary for an upcoming board meeting.
* Discuss Rubric Items for posting
* Discuss, complete and approve Program Review Template revision.

**Next meeting: March 23, 2018, 9:00am – 11:00am in SS-104**