



Program Review Committee

MINUTES for Monday, January 6, 2020

3:30 – 5:00 PM

ECC room 121

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, David Holden, Jesus Rivas, Maureen Rubalcaba, Cassandra Storey for Michelle Fischthal (VPI), Star Rivera-Lacey (VPSS),
Members not Present:	Desiree Payne, Tim Pawlak, Jackie Sabanos (VPA), Leroy Williams
Guest:	
Recorder:	Debi King

AGENDA

1. Call to Order 3:34 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by John, seconded by Star – Agenda approved
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2.2 Approval of October 21, 2019 Meeting Minutes

CONCLUSION	Motion to approve by Maureen, seconded by Marne – Minutes approved
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3. Information/Discussion Item(s)

3.1 Update on Governance Handbook – Program Discontinuance

INFORMATION	<ul style="list-style-type: none"> • Taken out: program discontinuance verbiage • Added: goal that refers to data supporting program discontinuance, new programs, etc. <p>Committee reviewed final pages – also available in PR Dropbox</p>
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3.2 Review PR Feedback Form & Assignments

INFORMATION	<ul style="list-style-type: none"> • Same rubric as last time, but will be simplified, streamline version of last year’s survey • Marne will provide assignments (PR’s) for committee members to review <ul style="list-style-type: none"> ○ Need full cooperation from all members ○ Each member has approximately 4 programs and 2 departments to review (no more than 6) ○ Administrative feedback should be done by February meeting. Instructional feedback should be done by March meeting. Will norm during the meetings.
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ACTION ITEM Marne	Marne will send assignments, PR pdf’s (in Dropbox), and link to survey by January 8th
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3.3 Review PR Procedures & Guidelines Manual

INFORMATION & DISCUSSION	<ul style="list-style-type: none"> • In progress to address all new procedures • Basically starting from scratch • Detailed instructions as links within the manual • “one stop shop” for all integrated plans • Includes LMI • <i>Question:</i> should manual be abbreviated or comprehensive? • Include examples • Get feedback from the survey to inform manual content • To be finalized by the end of spring
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ACTION ITEM Marne	Marne will continue to go through program review manual and start looking for content that should be eliminated, updated, and/or added
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3.4 Review PR Strategic Plan	
ACTION ITEM Marne	Marne will send final strategic plan to all members for review
4. Adjournment: Meeting adjourned at 4:45 PM	
Next Meeting: Thursday, February 13, 2020 at 3:30-5:00 PM - ECC Rm 121	

Minutes submitted by: [Debi King](#)

Minutes approved:

By Committee on February 13, 2020