

Program Review Committee

MINUTES for Monday, January 25, 2021

3:30 – 5:00 PM

Zoom virtual meeting

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), Jesus Rivas, Michelle Fischthal (VPI), Star Rivera-Lacey (VPSS), John Bromma, Bryan Perrin, Maureen Rubalcaba, Leroy Williams
Members not Present:	Jackie Sabanos (VPA), Lisa Cork, Desiree Payne, Megan Leppert
Guest:	
Recorder:	Debi King
AGENDA	
1. Call to Order 3:31 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Jesus, seconded by Leroy – Agenda approved
2.2 Approval of November 16, 2020 Meeting Minutes	
CONCLUSION	Motion to approve with correction of one typo by Bryan, seconded by Leroy – Minutes approved
3. Information/Discussion Item(s)	
3.1 Feedback to PR Writers	
INFORMATION	<ul style="list-style-type: none"> • Piloting presenting PR feedback in an informal meeting format as opposed to a report <ul style="list-style-type: none"> ○ Better for providing clarification and answering questions ○ Promotes more dialogue ○ Opportunity to be more data informed and building a culture of inquiry ○ Recording meetings to refer back to for subsequent PR's is helpful for new deans and/or writers ○ Meetings will be February to May • PR committee members to bring feedback to their constitutes/stakeholders
3.2 PR Writers Feedback Survey	
INFORMATION	<ul style="list-style-type: none"> • Two reports from the survey to be published this week – instructional and administrative <ul style="list-style-type: none"> ○ Over 50% participation this year ○ Open-ended responses indicate participants are happy with the PR process • Suggestion – imbed the survey link in the actual template
ACTION ITEMS	<ol style="list-style-type: none"> 1. Use of “<i>Program Review / Program Improvement</i>” as opposed to just “<i>Program Review</i>” 2. Update templates to provide specific reports to stakeholders (looking back and strategy looking forward)
3.3 Template Updates for fall 2021	
INFORMATION	<ul style="list-style-type: none"> • Feedback from workgroups, emails, and survey responses are being combined and reviewed to revise templates going forward – more information and discussion forthcoming
4. Adjournment: Meeting adjourned at 4:40 PM	
Next Meeting: February 22, 2021 3:30 PM – 5:00 PM	

Minutes submitted by: Debi King

Minutes approved:

By Committee 2/22/21