



**Program Review Committee**

**MINUTES for Monday, March 15, 2021**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Marne Foster (co-chair), John Bromma, Lisa Cork, Michelle Fischthal (VPI), Desiree Payne, Bryan Perrin, Jesus Rivas, Star Rivera-Lacey (VPSS), Maureen Rubalcaba, Jackie Sabanos (VPA), Megan Leppert, Leroy Williams
<b>Members not Present:</b>	Jessica Luedtke (co-chair)
<b>Guest(s):</b>	
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:34 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Bryan, seconded by Leroy – Agenda approved
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**2.2 Approval of February 22, 2021 Meeting Minutes**

<b>CONCLUSION</b>	Motion to approve by Michelle, seconded by Maureen – Minutes approved
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**3. Information/Discussion Item(s)**

**3.1 Feedback to PR Writers Update**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Encourage feedback, positive and negative, during meetings, to inform the process going forward</li> <li>• Explaining to participants at the beginning of the meetings the purpose of program review</li> <li>• Collaborative experience of review within departments is beneficial</li> </ul>
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**3.2 PR Writers Feedback Survey**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Instructional Feedback Survey             <ul style="list-style-type: none"> <li>○ Twenty-nine responses</li> <li>○ More participation is necessary going forward to collect information for improvement in PR</li> <li>○ Majority of responses were positive – might indicate negative responders lack of participation</li> <li>○ Writers were very happy with the new PR data spreadsheet provided by PRIE</li> <li>○ Very positive responses to rolling over the previous year PR to the current year to update</li> </ul> </li> </ul>
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**3.3 PR Instructional Review/Communication**

<b>INFORMATION/ DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Provide better information regarding resources available to writers to complete their PR</li> <li>• Find ways to communicate parts of PR’s across the institution – ex: accomplishments section             <ul style="list-style-type: none"> <li>○ MS Teams, SharePoint, etc.</li> <li>○ Marketing-type campaign</li> <li>○ Presentations at various committee meetings</li> </ul> </li> </ul>
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**4. Adjournment:** Meeting adjourned at 4:50 PM

**Next Meeting:** April 19, 2021 | 3:30 PM – 5:00 PM

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee on 4/19/2021*