



**Program Review Committee**

**MINUTES for Monday, May 18, 2020**

**3:00 – 4:45 PM**

**Zoom virtual meeting**

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

**AGENDA**

**1. Call to Order 3:33 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Marne, seconded by David- Agenda approved
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**2.2 Approval of April 17, 2020 Meeting Minutes**

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

**3.1 Results From PR Feedback Norming for Units and Report Template**

<b>DISCUSSION</b>	Marne and Leroy normed BIT, Digital Media, Business, and ESL
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<b>ACTION ITEM</b>	Remaining program/departments to be completed and sent out within a week prior to end of semester
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**3.2 Tracking Course Outline of Record Revisions**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>Curriculum update will be embedded into PR template question (curriculum section) via to survey link</li> <li>Curriculum review is required per accreditation so link to short survey was determined best option</li> </ul>
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<b>ACTION ITEM</b>	Link to be embedded into curriculum question after survey is reviewed by Jesus, Marne, and Desiree
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**3.3 Fine-Tuning Changes to Review Templates**

<b>INFORMATION</b>	No LMI review for Fall 2021 AIP
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<b>ACTION ITEM</b>	Templates will be fine-tuned over the summer and presented at the 1st PRC in September
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**3.4 Committee Membership and Schedule**

<b>DISCUSSION</b>	PRC meetings will continue to be on the 3 <sup>rd</sup> Monday of the month from 3:30 PM – 5:00 PM
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**4. Adjournment:** Meeting adjourned at 4:36 PM

**Next Meeting:** September 21, 2020 | 3:30 PM – 5:00 PM

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee on 9/21/2020*