

Program Review Committee Meeting Minutes  
(GE-118)

April 14, 2016

3:15pm – 4:15pm

Present: Judith Bell, Linda Meyer, Michael Berke, Eugenia Del Rosario, Jessica Breheny, Joe Lugo, Joyce Lui (ex-officio) Dorothy Pucay

Absent: Isai Ulate, Amber McCall (on leave until F16), Robert Gutierrez, Scott Miller, Duncan Graham

1. Agenda for meeting approved
2. Minutes from 2/25/16 not yet approved; will approve at 5/5/16 meeting
3. Joyce Lui presented a slide show on data and asked the committee to discuss the specific kinds of data needed for Program Review. It was determined that data needs vary from program to program, so it isn't possible to have a "one size fits all" approach to data.
4. Self-evaluation form for Strategic Planning
  - a. Committee members completed the form and discussed goals
  - b. Committee members decided to keep the goals from last year and add in a goal for migrating to CurricUNet. The following are the goals for next year:
    - **Goal #1:** Evaluate and provide feedback on the quality of program review documents
    - **Goal #2:** Validate completed program review document and make the documents available for other strategic planning activities
    - **Goal #3:** Provide guidance to college in the use of program review materials and the process of program review
    - **Goal #4:** Annually evaluate the effectiveness of the program review process and policies and procedures related to program review.
    - **Goal #5:** Begin the process of converting program review to CurricuNet.
  - c. Members wrote down ideas for next year's goals on post it notes and Judith collected them at the end of the meeting; she will compile them into a list for the next meeting.
5. Committee members discussed changes to the current PR forms. Linda Meyer pointed out that we don't have sufficient time to make thoughtful changes to the forms and have them approved by the Academic Senate before the next round of PR writing begins. Also, the migration to CurricUNet will provide a great opportunity to make changes. The committee agreed not to make substantive changes to the form until next cycle.
6. Next meeting – May 5, 3:15 – 4:45, A213