

## **Program Review Committee Meeting Minutes**

**February 13, 2014, 2:00 pm – 3:30 pm, (GE-118)**

**Members Present:** Amber McCall, Clem Lundie, Linda Meyer, Jessica Breheny, Dorothy Pucay, Doug Robb, Marc Sola, Lisa Vasquez, Robert Gutierrez, Heidi Hoffman, Ronald Lopez Ramirez  
Minutes prepared by Robert Gutierrez

### **I. ACTION ITEMS:**

#### **a. Approval of Agenda**

Move to approve by Linda Meyer and second by Clem Lundie.

#### **b. Approval on Minutes of 12/12/13 meeting**

Dorothy moved to postpone approval until the next PRC meeting.

### **II. INFORMATION/DISCUSSION ITEMS**

#### **a. Discuss committee vacancies/resignations**

Adjunct instructor Fernando Cabrera withdrew from the committee and does not need a replacement. Classified employee Julinda LeDee withdrew from the committee. CSEA President Jan Tomisaka was notified to request a replacement.

#### **b. Campus wide Program Review Deadline 2/12 –Who submitted? Who didn't?**

We received 45/59 (76%) annuals by the Feb. 12, 2014 deadline. Amber listed the annuals missing. We received 15/17 (88%) Comprehensive Program Review reports. The following have not been received: CA/CIS, and Work Experience. Amber confirmed that CA/CIS received an extension. Work Experience has not submitted a single draft of Program Review. All the administrators have been notified if annuals or CPRs are missing in their respective area.

#### **c. Subcommittee assignments**

Committee members will continue to work in the same subcommittee trios for CPR. Amber assigned subcommittee pairs to complete validation forms for APRs.

#### **d. Review Validation forms and rubrics**

The committee reviewed procedures and guidelines for validation reports. Instructions and forms are available on intranet.

#### **e. Feedback procedures and deadlines**

Validation reports are due to Amber by February, 27. Revisions of reports rated as "In Progress" are due March, 5<sup>th</sup> and final reports are due to the Finance Committee by March 12<sup>th</sup>.