

**Program Review Committee
Meeting MINUTES
September 18, 2014**

Members Present: Jessica Breheny, Duncan Graham, Robert Gutierrez, Joe Lugo, Linda Meyer, Dorothy Pucay, Doug Robb, Lisa Vasquez

Absent Member: Heidi Kozlowski

I. ACTION ITEMS:

- a. Agenda/Minutes – add g. Process – validation updates, use of PRv's; Heidi motioned, Linda seconded to approve agenda as amended; approved.
- b. Deadlines for feedback: Some members felt Oct. 22nd is too soon for first feedback – revise to Oct. 30th. Dorothy motioned, Joe seconded to accept the amended schedule as follows:

10-8-14	1 st draft due
10-30-14	Feedback from subcommittees
11-26-14	2 nd draft due
12-10-14	Feedback from subcommittees
2-11-15	Final versions due

II. INFORMATION/DISCUSSION ITEMS

- a. Calendar – The complete schedule is based on the calendar in the PRv handbook.
- b. Draft and Feedback Process -- All annual and comprehensive reviews due by Feb. 11. Committee will read and validate by early March. Finance Committee needs us to read and validate reviews to make resource allocations. Question asked - what does validate mean? Joe commented this is his first time and wanted information on process. Jessica explained the process from draft to validation, subgroups will validate reviews. Jessica recommended sending examples of proficient reviews to reviewers. Jessica will send out contact information to subgroup members, members will decide who what program to review in their list.
- c. CROA/Portal Updates - Jessica talked about data research systems. DO Research Dept. wanted to move from a portal into CROA; it's better for PRv data, but it's not ready yet.
- d. Access to Data for Program Review Writers - Deans are charged w/getting data out of portal. Instructors should see their dean's early for data.
- e. Forms – 2014/15 forms are new and improved! Duncan will review Administrative Services forms. J will contact Seher to post PRv forms and report link. Duncan will look into whether to post PRv's on web. Linda will bring it up at Academic Senate. Robert asks – who and when defines the information and reviews to reviewers. J sent many emails already, with forms, deadlines, before PDD, and held a drop-in session during PDD. She'll contact people again. She sent the information to the same people from last year. Duncan said to send that to the Deans. J will send all subgroups the contact names; she's heard from several people already.
- f. Subgroups – Jessica will check with Roland for membership to try and form another subgroup to lessen load of other groups. Members met to decide a process and get contact names.
- g. Process – Discussed earlier

Meeting adjourned at 3:30pm

Minutes: Heidi Hoffman