Languages Program Review:
- Revisions not yet completed for summary discussion
- Committee Recommendation to return program review to author for revision

Summaries for Group II were completed.

Some questions came up during the meeting:
Q: What constitutes “significant change”
A: 10% or greater changes from previous year(s)
Q: When do curriculum updates need to be completed
A: Every 5 years; when curriculum is in red, they are past due, yellow means time to do the update. Updates are due by the end of the 5-year period, from the date of the previous update

In a prior Program Review meeting, Keith suggested a new format for Program Review Committee general observations and recommendations. Rather than a committee observation and recommendation for each discipline in the program, there would be one for the program overall and will consist of three headings:
- General Observations
- Specific findings
- General recommendations

Group II will be done this way, and Group I will be revised and changed to this format.

This lead to another question and discussion:
Q: What is function of Program Review Committee regarding general observations and general recommendations?
A: Intent is to focus on things that wouldn’t be seen by a subcommittee, such as, facilities, staffing*, technology, action planning. To see what are other big issues for program? (*Staffing does not include faculty because a process is already in place for faculty hiring).

Other:
No meeting next Friday, 11/7/08 – committee members will electronically revisit the Committee General Observations and Recommendations for MSE as stated above/

Keith will send a memo to all division chairs instructing them to collect all their division program reviews and send at one time from division chair to PRC website and to note in the subject line whether it is the original or revised program review.

Crislyn will make six hard copies of new program reviews, when all have been submitted, for Vinnie Peloso, Michael Richards, Hillary Reed, Melissa Green, and Bill Honsal and send an email when they are ready.