Present: Joe Hash, Dave Bazard, Phil Freneau, Dave Gonsalves, Mike Peterson, Hillary Reed, Crislyn Parker-support

Absent: Cindy Hooper, Brady Reed, Angelina Hill

1. Approve Notes from Previous Meeting: Approved as stand. Chair provided a brief review of the notes for the new members.

2. a. New Member Welcome/Update: Introduction of all members
   b. New Member Orientation-Covered in the review of notes.

3. Review Accreditation Standard Matrix (attachment):
   - A standards matrix was created to help all committees and areas of responsibility track accreditation requirements. Angelina requested the PRC review the standards assigned to the PRC, keep them in mind, and determine whether documentation is viable.
   - A question was raised on whether there will be a repository for the matrix evidence.
   - The committee agreed it would be useful for the PRC to document evidence of compliance. Crislyn will put emphasis on this in the notes. Evidence will be included in the Executive Summary, as well.

4. Update:
   a. Committee Membership for Non-Senate/Board Committees:
      - IEC discussed and agreed that committees not covered under Senate or Board policy determine constituency and terms may determine, by agreement, their own representative constituency and submit to the IEC for final approval. This documentation will become part of a procedures manual for committees to follow.
   b. Program Review Operating Agreement, Mission, Tasks:
      - In reviewing PRC purpose document, there was discussion by the committee to clarify several items:
        o The definition of “operational” budgets/costs.
        o Definition of “program.”
        o Clarification on the resource request allocation and approval process, and the PRC’s role.
        o How to define programs; where/how to include new degrees in the review cycle; ADT evaluations, etc. A broader discussion needs to happen with administration.
        o Work with deans to ensure the correct programs and titles will posted and reviewed.
        o These issues will be on the next agenda. It was agreed they should be included at the annual IEC Summit.
        o The committee discussed that having a vice president on the committee helps with difficult issues such as 4021.
      - Updated member list is on the revised document
5. Discuss: Program Review Process and Annual/Comprehensive Calendar: The PRC agreed to set the program review schedule the same as last year:

   1. Student Development
   2. Administrative Area Reviews
   3. Instructional
   4. Crislyn will construct a draft calendar with dates
      - Student Development November 14
      - Admin Services December 12
      - Instruction begin 1/23/14
      - Comprehensives following annual instruction reviews

5. Agreed to discuss with Angelina having a similar rubric developed for service areas. The committee will agree on how to use the rubric, so all communication is consistent; for example, if a review is satisfactory, do not add comments; if exemplary or developing add explanatory comments.

6. Other/Future Agenda items:
   - Discuss alterations to calendar
   - Determine volunteers for rubric.
   - Clarify definitions and Matrix with Angelina

Adjourn

Next Meeting: October 24, 2014