1. Call Meeting to Order

2. Approve Notes from the 12/12/14 Meeting

3. Program Review Web Form Tool-Demo

3. Executive Summary Items (Standing Item)

4. a. IT/TSS Program Review: Resubmitted-Add to Schedule
    b. Maintenance Program Review: Resubmitted-Add to Schedule

5. Program Review Evaluations-12/12/14 Group: (see calendar)

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<th>Annual Instructional Reviews:</th>
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<td>Administration of Justice</td>
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<td>Biology/Environmental Science</td>
<td>Mission/Data: Angelina Hill</td>
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<td>Business/Econ</td>
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<td>Business Tech</td>
<td>Assessment: Hillary Reed</td>
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<td>CIS</td>
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<td>Construction Technology</td>
<td>Planning: Dave Gonsalves</td>
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<td>Digital Media</td>
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6. Finalize Rubric Assignments

7. Other/Future Agenda items: Discussion: Online program reviews

Adjourn

Next Meeting: February 27, 2015

Participant Details
Telephone conference line: 1-913-312-3202 *
Participant passcode: 311087    *Toll free number: 1-888-886-3951
1. **Meeting called to Order:** **Present:** Joe Hash, Brady Reed, Mike Peterson, Cindy Hooper, Angelina Hill, Phil Freneau, Crislyn Parker - support

2. **Approve Notes from the 11/14/14 Meeting:** Approved as corrected.

3. **Rubric Assignments:**
   - January 23 meeting: Data: Angelina Hill; Assessment: Hillary Reed; Planning: Dave Gonsalves

4. **Resource Allocation Process (Joe Hash-DC discussion report-out):**
   - Joe Hash discussed this with Vice President Snow-Flamer. Currently there are two levels of evaluation for instructional and student development programs: the deans and directors screen the reviews prior to submission, and resource requests are confirmed linked to planning and assessment when prioritized by Deans and VPs.
   - PRC is concerned about administrative and president office areas receiving the same level of attention. Cabinet is discussing this and it will be on the cabinet agenda next week. To date, staff requests were ranked and sent to cabinet, but no resource requests have been ranked.

5. **Executive Summary Items (Standing Item):**
   - Concerns about faculty and staffing prioritization in advance of receiving program review committee feedback.
   - All signatures must be included on the final submission
   - Discussion to have the assessment coordinator work with administrative services to determine outcomes and how to assess them; provide a better understanding of what outcomes are and how to write the assessment reports.
   - Supervisor (Lee Lindsey) should review all programs review for completeness

6. **Program Review Evaluations-12/12/14 Group: (see calendar):**
   - Discussed and agreed to return the IT/TSS program to be completed and re-submitted no later than Tuesday, January 20 (prior to January 23 PRC meeting).
   - Administrative Reviews:
     - Business Office
     - Community & Economic Development
     - IT/TSS: *Discussed and agreed to return the IT/TSS program to be completed and re-submitted no later than Tuesday, January 20 (prior to January 23 PRC meeting).*
     - Maintenance
     - Payroll
     - Public Safety
     - VP-Administrative Service
   - President’s Area Reviews:
     - Human Resources
     - Institutional Research
     - President’s Office
7. Other

7.1 How to Handle Late Program Reviews:
- Some extensions were requested; this should be accompanied by a deadline.
- Other reviews were just not submitted (services areas) and required several follow-up requests by the PRC. Disregarding deadlines does not set a good example. Joe will discuss with Keith who will take forward to cabinet.
- The message needs to be clear that this is important and required for accreditation.
- The administrative services and president areas do not file assessment reports because they only have program goals and do not report on the assessment tool bar. Other schools do not include administrative assessment requirements because they do not have student objectives.

7.2 Future Agenda items:
- 1/23/15 Future agenda item: Discussion regarding entering program reviews online

Adjourn

Next Meeting: January 23, 2014