Present: Joe Hash, Angelina Hill, Phil Freneau, Hillary Reed, Crislyn Parker-support

1. Welcome Back:
   a. New Member Update: Not yet available
   b. Discuss Meeting Calendar (currently twice monthly):
      - Committee decided to meet monthly until November. Next meeting date will be determined following confirmation of a complete committee

2. Review Templates:
   a. Instructional Comprehensive: Due every three years. A calendar of comprehensive program due dates will be submitted by the Deans.
      - Predominantly, only minor changes to the template.
      - Major change is the addition of Section 5.2 (in Section 5: Planning), requesting authors discuss how program plans will increase persistence.
      - Justification for operational requests is no longer required in Section 6, Resource Requests. Deans will review program reviews prior to submission to the PRC and catch problematic areas.
      - Authors are required to contact Steven Roper or Angelina Hill regarding viability of technology requests.
      - Type of request is a drop-down box (not reflected in PDF version)
   b. Instructional Annual: Due annually.
      - Minor changes in verbiage, addition of the annual theme of persistence. Basically the data sections were removed.
   c. Administrative Template:
      - Section 2. Outcomes were revised slightly. (note: Student services template remained same).

3. Discuss Role of the PRC:
   - Questions have arisen within the PRC on what is the exact role of the program review committee. The rubric for evaluation provides more consistency, but with the change to three year rotating comprehensive reviews, the committee will focus less on annual reviews, and more on programs undergoing comprehensive reviews.
   - PRC is a referral group for the 4021 process; assessed through comprehensives

4. Discuss Program Review Process and Annual/Comprehensive Calendar: Awaiting full committee membership and comprehensive schedules.
5. Other:
   • Angelina will send a note to all that instructional Datasets are ready. Deans can reach out to folks as needed or wanted.
   • Distance Ed program review (will be baseline): Discussed it should be administrative in focus; DE as support; look at success rates, overall viability of the program. The online courses will be evaluated in discipline reviews.
   • Non-credit does not fill the same criteria as instructional for credit courses. Question will be asked at Instructional Council: who owns the non-credit courses? How should program review look?

6. Future Agenda items: Agenda Item #4: PRC meeting schedule and Comprehensive Calender

Adjourn

Next Meeting: To be determined; dependent on Senate appointees.