Program Review Committee
Friday, November 22, 2013, 9a – 11a

Notes

Present: Joe Hash, Cheryl Tucker, Marcy Foster, Hillary Reed, Barbara Jaffari,

1. Approve Notes from 11/8/13

2. Standing Agenda Item: Executive Summary Items
   - Revise staffing and faculty request forms to include position title.
   - Staffing and Faculty request forms should be submitted separately from program review documents and each other.
   - Evaluate use of Instructional rubric in the executive summary.
   - Student Development indicators – if mandatory change template.
   - Discuss including some kind of scorecard/indicators for administrative services/work with IR to develop reporting method for outcomes method.
   - Include word count to eliminate long summaries.
   - Recommend/suggest including indicators from outside agency requirements as an indicator. Include in a prompt.
   - Discussion: other colleges look at assessment in different way; some don’t even include president or VPI offices.
   - Discussion that the President’s office program review should address how the office is run, not what the president’s plans are.
   - PRC discussed whether administrative service areas should report on the status of other areas.
   - Clarify in Section 4: Evaluation of Previous Plans should address the **impact** of the previous year plan changes, rather than provide details

3. Instructional Program Review Rubric:
   - Agreement that the format is good.

4. Continue Evaluations:
   3.1 Student Development Program Reviews
   3.2 Administrative Service Areas

5. Other:
   5.1 Revise online form note to address Dean and Directors and request they forward program review comments to author
   5.2 Question regarding authors providing feedback to PRC comments: *Agreed to append author comments to original review. The PRC will not act on it.*

Future Agenda Items
- Accreditation/Ed Code for Comprehensive Program Reviews