Program Review Committee

Minutes

Date 12/04/2014  Start Time 2:00 PM  Adjournment Time 3:00 PM  Location Lib420
Type of Meeting ☑ Regular  ☐ Special

CHAIR  Don Smith
SECRETARY  Don Smith
ATTENDEES  Paula Griswold, Jose Cordova, Brent Strunk, Rebecca Stephenson, Jessica Lassiter, Matthew James, Ron Hill
ABSENT (EXCUSED)  Donna Luse

Agenda

GENERAL ANNOUNCEMENTS
Since this is the last meeting for the fall semester, completing the rubrics, as much as is possible, is the goal of the meeting.

DISCUSSION TOPICS
Rubric no. 2: Begin the last sentence with "Alternatively".
Rubrics nos. 3 and 4 await final rewrites by Ron Hill and Matthew James, respectively.

CONCLUSIONS
The first meeting of the spring term will be devoted to finalizing the rubric discussion.

ACTION ITEMS
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<th>PERSON RESPONSIBLE</th>
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<td>Rebecca Stephenson</td>
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Action items:
Rebecca Stephenson will draft a form for possible use by programs when they submit their internal reviews.