



Program Review Committee Minutes

Date 02/10/2020 Start Time 1:30 PM Adjournment Time 2:30 PM Location ULIB 640
 Type of Meeting Regular Special

CHAIR	Kim Theodos
SECRETARY	Allison Thompson
ATTENDEES	Joshua Comer, Susie Cox, Tibb Jacobs, Michelle McEacharn, Jennifer Perodeau, Lon Smith, Hillary Tice, Kenna Veronee
ABSENT (EXCUSED)	Ken Leppert

Agenda

GENERAL ANNOUNCEMENTS		
<p>Theodos called meeting to order, made introductions, and called roll. Members reviewed meeting minutes from April 3, 2019 and requested correction of a typographical error. Veronee made a motion to approve minutes with the correction; Smith seconded the motion. Minutes were approved.</p> <p>Thompson volunteered to serve as secretary for the 2019-2020 year.</p>		
DISCUSSION TOPICS		
<p>Theodos reviewed the general process for Program Review including the cycle schedule, Moodle page for accessing documents and reviews, member assignments for evaluations, and the guidelines and rubric documents. Theodos noted that most programs should now be able to address item 9 which covers changes since the prior program review since this is the second full cycle of reviews. Members discussed the appropriateness of the requirement of program-specific mission and vision statements.</p> <p>Theodos presented the program improvement plan form (PIP) and asked for members to consider suggestions for revisions which will be discussed at the next meeting.</p> <p>2018-19 evaluation results were presented to VPAA Ruiz for discussion with deans and improvement planning with school directors and program coordinators.</p> <p>McEacharn suggested that programs with discipline-specific accreditation could be allowed to participate in a modified review process; Theodos solicited ideas on a modified participation model to present to the VPAA for consideration.</p> <p>Smith made a motion to adjourn; Comer seconded.</p>		
CONCLUSIONS		
<p>Review assignment selection will begin in Moodle soon once all program review reports are received by the chair.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review the guidelines, rubric, and PIP for any needed revisions; make assignment preference selections in Moodle.	All members	Next meeting

Approved by committee/council chair Yes on 5/28/2020