



## 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

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

### Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
Since this is the last meeting for the fall semester, completing the rubrics, as much as is possible, is the goal of the meeting.		
<b>DISCUSSION TOPICS</b>		
Rubric no. 2: Begin the last sentence with "Alternatively". Rubrics nos. 3 and 4 await final rewrites by Ron Hill and Matthew James, respectively.		
<b>CONCLUSIONS</b>		
The first meeting of the spring term will be devoted to finalizing the rubric discussion.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Rebecca Stephenson will draft a form for possible use by programs when they submit their internal reviews.	Stephenson	