



# Program Review Committee

## Minutes

Date 01/26/2016 Start Time 3:00 PM Adjournment Time 3:40 PM Location Lib 420  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Don Smith
<b>SECRETARY</b>	Don Smith
<b>ATTENDEES</b>	Ron Hill, Jessica Lassiter, Chris Michaelides, Lon Smith, Paula Griswold, Donna Luse, Jose Cordova
<b>ABSENT (EXCUSED)</b>	Matthew James

## Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
The chair has been unable to get additional information about changes in the General Studies program.		
<b>DISCUSSION TOPICS</b>		
<ol style="list-style-type: none"> <li>1. Minutes for the November 23, 2015 meeting were approved with a spelling correction.</li> <li>2. Questions presented for discussion:           <ol style="list-style-type: none"> <li>a. How do we want the programs to respond to their reviews? None needed</li> <li>b. How long do we need to give each program review to be reviewed by two members and for a composite review to be prepared? Two months.</li> <li>c. Should graduate and undergraduate reviews be done during the same academic year? Yes, if two separate reviews are prepared.</li> </ol> </li> </ol>		
<b>CONCLUSIONS</b>		
The chair will send a memo to each program to be reviewed this year with a due date for submission of reviews to be March 1.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Our next meeting will be Tuesday, February 16 at 3:30 PM		

Approved by committee/council chair  Yes on 4/5/2016