

MINUTES
Program Review Committee
Date:

Committee Member	Present	Absent
Angela D'Amour	x	

4. Responses to annual reports

The responses to the annual reports were discussed.

5. Six-year reports: Student Life report update

In January, Jana will schedule a time with Steve to review this report. Tatiana will provide an altered worksheet for this review.

6. Letter to department chairs working on six-year reports

A draft to this letter was reviewed and subsequently revised, both for length and to encourage a “problem-solving spirit.” The committee also decided to ask Tim Loomer to inform chairs about the new policy regarding the PRC’s inability to accept incomplete reports.

6. Meeting with department chairs on assessment and program reviews

The committee discussed the items need to be included and/or addressed in this training meeting. Among the elements decided upon were the purpose of program review and assessment, provision of the PRC guide and report templates, emphasizing departments don’t need to include both key questions and PLOs, provision of a timeline for report preparation, encouraging outgoing and incoming department chairs to collaborate, reminding departments that every PLO needs to be assessed in their 6-year cycle, and prompting departments to keep quality minutes because they can be requested by WASC.

Meeting LO guide