

MINUTES

Program Review Committee

Date:

Committee Member	Present	Absent
Dean of Student Engagement	X	
Bob Haring-Kaye, Professor of Physics	X	
Tim Loomer, Assistant VP of Institutional Research, Planning and Implementation	X	
Rebecca McNamara, Assistant Professor of English	X	
Carolyn Mitten, Assistant Professor of Education	X	
Tatiana Nazarenko Dean of Curriculum and Educational Effectiveness	X	
Steve Roger, Professor of Psychology		X
Diane Ziliotto, Associate Library Director and Special Collections Librarian, College Archivist	X	
Julian Paley, Recording Secretary, AMS Coordinator and Data Analyst	X	

Meeting started: 3:30

1. Prayer

- a. Bob opened us up in prayer.

2. Minutes of September 13, 2023.

- a. M

5. Posting annual and six/seven-year reports on the departmental website: discussion and recommendations

- a. Julian presented how password-protect PDFs of the report can be posted. The PRC agrees that this would be the best route for now. The PRC will add a note to the bottom of each program review page to contact admin assistance to get the password. This password will be a generic password that can work on any password-protected PDF with annual and six/seven-year reports.
- b. The information about posting reports will be communicated by Tatiana to the academic department chairs at the next chairs meeting with the Provost Office.

6. Annual report evaluations: questions and concerns

The PRC members were reminded that six/seven reports worksheets need to be returned to Julian by established dates in order for him to combine all documents in one for each department under review. Team leaders and members of each individual team will use these sheets for conference calls and for the report preparations.

7.