

**MINUTES**  
**Program Review Committee**  
**November 10, 2020**  
**10:30 am to 12 pm**  
**Zoom meeting**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Anna Aboud	X	
Angela D'Amour	X	
Elizabeth Gardner	X	
Tatiana Nazarenko	X	
Bill Nelson	X	
Diane Ziliotto	X	

**All present**

**Meeting start: 10:30 am**

**1. Prayer**

Anna Aboud led us in prayer.

**2. Approval of PRC Minutes**

The minutes of the September 29, 2020 PRC meeting were approved as proposed.

**3. Annual Reports**

The PRC touched base on the progress of the annual reports. An up-s. An up

The PRC discussed the general structure of the review process, with many valuable contributions by senior members Tatiana Nazarenko, Diane Ziliotto, and Angela D'Amour. The review team starts by reading the 6-year reports and then filling in the rubric. These answers are compiled by Tatiana and shared with the external reviewer. The review team then meets with the external reviewer and talks through various portions of the rubric, establishing areas of question and focus for the external reviewer visit. At this point, due to the COVID-19 pandemic, the external reviewer visit may be virtual or in-person. The review team supports the external reviewer during the visit. After the visit, a written response will be generated. The external reviewer writes the lion's share of the report. The program review leader will decide who is going to complete what part. In general, the external reviewer will complete Component 4, and heavily contribute to Components 2 and 5. Although there is no one form for the report, all of the required components must be addressed. In general, the response begins by talking through the achievements of the department and ends by giving recommendations.

The committee had a special discussion regarding the phrasing of the rubric for Component 6 (this component has been recently added). A few different alternatives were discussed. The topic was tabled until the spring, when the PRC discusses the New England Educational Assessment Network's webinar "Where is Equity in the Program Review Cycle?" After this discussion, the language of the rubric may be adjusted.

The committee also discussed the \$500 prize awarded to the best 6-year report. This award is assigned to the best report each year, provided that the report is of exemplary quality. Each year, the best annual report also receives a certificate. This is usually awarded in the spring

**Meeting adjourned: 11:33 am**