

**MINUTES**  
**Program Review Committee**  
**Wednesday, February 24, 2021**  
**2:30-4:00 pm**  
**Zoom meeting**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Anna Aboud	x	
Angela D'Amour	x	
Elisabeth Gardner	x	
Tatiana Nazarenko	x	
Bill Nelsom	x	
Diane Ziliotto	x	
Tim Loomer	x	

**Meeting start:**

**1. Prayer**

Bill Nelson led us in prayer.

**2. Approval of PRC Minutes February 10, 2021**

Minutes approved.

**3. Annual reports.** Records. Almost all of the reports have been sent out. The rest will be sent by our next meeting.

**4. Math/CS program site visit.** Elizabeth, Angela, and Anna reported on this. It was partly remote and partly in person. We got good feedback from our external reviewers. It

**5. Possible Changes to the PRC Handbook.** Every faculty member should have individual meetings with the external reviewer. We should amend our Handbook to require that.

**6. Disaggregated departmental data to support equity and inclusion.** Tatiana created a draft of a letter to be sent to Department Chairs asking what data they would like to see. The rest of the meeting was spent discussing this draft. Also, members of the committee were editing the letter as we discussed it. The document will be finalized and sent out early next week (target: Mon, Mar 1).

**Meeting adjourned.**