

MINUTES
Program Review Committee
Date: 9/18/24

Committee Member	Present	Absent
Doug Fontes	x	
Anna Jordan	x	
Tim Loomer	x	
Carolyn Mitten	x	
Tatiana Nazarenko	x	
Diane Ziliotto	x	

Meeting started:

1. Prayer

Tatiana led us in prayer.

2. Approval of PRC Minutes

Minutes were approved unanimously.

3. Duties of the PRC

Tatiana reviewed the duties of the PRC and distributed the faculty handbook description.

4. Committee Chair Election

Tatiana was elected as chair unanimously.

6. Six/Seven Year Reports

Tatiana gave an overview of reports required this year and committee member assignments. The program review handbook was distributed and team leader roles were reviewed. She reviewed six/seven-year rubric and process of reviewing with focus on identifying actions to improve the program. The committee also reviewed resources available on the PRC website and role of the external reviewer.

7. E&B's Request

Committee reviewed E&B's request for extension on the seven-year report. Committee participated in blind vote (minus the chair, Tatiana) on providing an extension and decided by four to one vote not to provide extension.

8. Annual Assessment Update Reports

Tatiana reviewed template for the annual report response and requirements for uploading the final on archives. Tatiana walked new committee members through an example of using the annual report rubric with two different kinds of annual reports..

9. Other Business

No other business.

Meeting adjourned: 4:40pm.