

to sadams21, faviles, vbeatty, tmettler, mparker, asteinberg, luhazy, azentner

Let's complete a bit of business via e-mail and cancel the meeting on Monday.

1. Draft comprehensive review form – see below
2. Annual update reports – see below
3. Comprehensive reports – see below
4. Spring meeting dates: March 4, March 11, April 15, May 6, May 20

Item 1.

Attached is a draft of the revised review form for use by the PR Committee when reading comprehensive reports. I added a section where we can identify outstanding reports and outstanding areas which are examples of good reports and/or responses. I was thinking this new section would be reported only to the PR Committee. The rest of the form is a slight revision of the existing form per our discussion at the last meeting. Your critique and/or approval of the form is requested.

Item 2

All annual update reports in WEAVE, have been reviewed. Whew! Aeron and I are giving feedback to the lead writers and their deans this week. Overall, the annual reports were done pretty well. (Health Sciences and Business had the most reports that were very well written. Congrats to Vickie, Melanie and Stacey and to your divisions!) Aeron and I will work with the lead writers to make necessary revisions.

About a dozen annual reports, out of about 85, have not been posted in WEAVE yet. Aeron and I will seek completion/posting of the missing reports.

Item 3

We reviewed six comprehensive reports this fall and one is under review. I am expecting five reports in Dec/Jan. I would like each of you, except for Melanie who is reviewing her fifth report, to identify two reports you would like to review. I will send reports out when they are received but you are NOT expected to read them over the break unless you want to.

REPORTS NEEDING READERS

Auxiliary Services

Business Services

CalWORKs

Institutional Advancement and Foundation

Office for Students with Disabilities

Recap:

Please give me feedback on the attached draft peer review form.

Please send me the names of two programs you would like to review.

No meetings in Feb due to the start of the semester and the presidents' holiday.

Thank you SOOOOO much for the time you devote to this committee! Now get ready for some fun and relaxation over the holidays!



draft Peer Review Report form Nov 2012.doc

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