Program Review Committee Meeting
Monday, November 19, 2012

Agenda
Approve minutes from Nov. 5, 2012
Approve addition to agenda: Directions and narratives for 2013 data elements

All: Discuss the self-study report of the Super/President's Office.   Please bring your notes from your review of the report.

Carol: Discuss annual update report template

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Aeron: Directions and narratives for 2013 data elements

Program Review Committee Meeting Minutes

November 19, 2012

Present: Stacey Adams, Ty Mettler, Melanie Parker, Dr, Les Uhazy, Aeron Zentner, Carol Eastin

Meeting was called to order at 3pm.

The minutes from the November 5, 2012 meeting were approved.

The peer review template was reviewed and discussed. It was decided that the committee will broadly provide report feedback as: Excellent, Approved/Accepted, or Revision(s) required. Committee peer review will continue to include comments and recommendations intended to improve the program's self-study process. Hopefully the stronger reports will be read by others and emulated. Individual areas that were particularly well-written should be identified so report writers could use them as examples.

Discussion of the annual update reports included the need to give feedback to both the lead writer and his/her dean. Report writers will be given until Feb. 28 to finalize their reports.

Providing response prompts to report writers has helped some writers this year and will be continued. Faculty and staff could be coached to deposit records (like SLO discussion meetings) to the document repository.

Discussion of the comprehensive template was discussed again. Should the template ask programs to provide examples of their support of ILOs or is the connection documented elsewhere? Aeron will research this question.

The self-study report for the Superintendent/President's Office was discussed by committee members. The report was approved by the committee but the Office will be encouraged to proof the document for typos before it is posted.

Aeron is considering ways to improve data delivery to people. During the summer he plans to calculate the district data and insert it into prompts which writers may use to help write their reports.

The Veterans Affairs self-study report is ready. Ty and Melanie will review it.

Meeting was adjourned at 4:30pm.