

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p>Monday, December 3, 2018 L-201 Time – 3pm – 4:30pm</p>
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Type of Meeting: *Regular*

Note Taker: Stacey Adams

Committee Members:

- Stacey Adams, Faculty Co-Chair
- Dr. Meeta Goel, Co-Chair
- Dr. Glenn Haller, Outcomes Committee Chair
- Dr. Svetlana Deplazes, Research Analyst
- Reina Burgos, Faculty Representative
- Kathy Osburn, Faculty Representative
- Richard Fleishman, Faculty Representative
- Dr. Gary Heaton-Smith, Faculty Representative
- VACANT, Classified Representative
- Dr. Les Uhazy, Academic Affairs
- Ann Steinberg (LaDonna Trimble), Student Services

Present: Meeta, Stacey, Ann/LaDonna, Svetlana, Glenn, Gary, Reina, Kathy, Rich, Les

Absent:

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u>
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Approval of Meeting Minutes -10/15/18	<i>Stacey</i>	<u>Issues Discussed:</u> Approved <u>Action Taken:</u>
IV. PR Template Revision -Ideas from other schools	<i>Meeta</i>	<u>Issues Discussed:</u> Meeta brought examples from Moorpark and Cerritos <u>Action Taken:</u> <u>Follow Up Items:</u> The committee review and discussed different ideas and gravitated toward the Moorpark model and SWOT analysis. An annual update would consist of analyzing data and making resource requests, while a comprehensive review would include data analysis, SWOT, environmental scan, resource requests, and connections to mission, and outcomes. Meeta will work on templates over the winter and send them out via e-mail in January to be discussed and considered for approval by the committee at the first meeting in the Spring. In the Spring, we will need to look at our peer review process and rubric, as well as updating our “handbook” or instructions.

V. Program Review Data Retrieval	<i>Svetlana</i>	<p>Issues Discussed: Stacey demonstrated the data retrieval process that Svetlana set-up and wrote instructions for in order to make the process easier.</p> <p>Action Taken:</p> <p>Follow Up Items: The committee was very pleased with this new improvement.</p>
VI. NEXT MEETING DATE:		<p>Future Meeting Dates: <i>Fall 2018: 9/17/18, 10/1/18, 10/15/18, 11/5/18, 11/19/18, 12/3/18</i> <i>Spring 2019: 2/4/19, 3/4/19, 3/18/19, 4/1/19, 4/15/19, 5/6/19, 5/20/19</i></p>