Minutes prepared by Nadiyah Taylor

1. Approve Minutes
Meeting minutes were unanimously approved.

2. Finalize reading forms and Dean's Summary template
Karin reviewed the changes from last meeting and explained the intention for the new categories. SLO/SAO process box should not include information about the results of the SLOs themselves (which will be captured in other parts of the reader's form) and more about the actions departments decide to take based on the outcomes.

Should we change "Community Relationships & Partnerships" to "Community Partnerships? Decided to leave as it is for clarity.

Decided to change "Technology" to "Use of Technology"

Will update the Dean's Summary to reflect these changes and post both forms on the website under Tools for Readers.

Readers are still needed. **Karin – ask Deans to discuss with PT faculty about checking with their department chair and the Dean regarding being readers for the Program Review

3. Oct 12 meeting/Reading process
Loose recommendation to complete reading by end of October so can get the Dean's summary done by Nov. 13.

Karin will initiate contact between the readers and the Deans to set up the meeting for writing the summary.

4. Timeline for 17-18 PR process
Roll out the program review document in Spring 2017. Met with Rajinder about data for the review; it will be okay not to include the Spring 17 data because it is a 3-year review. If a program wants to include the Spring 2017 data it will be available in Fall 17. Karin will need to talk with various people about the accreditation needs for the form.

Goal is to release the document the week after Spring Break (week of March 27)

Program review period will cover:
Fall 16 – Fall 16, with option to include Spring 17 data once its released in Fall 17

5. Program Review Template for 17-18

Historical – the purpose of Program Review is to both be used in planning and for self-reflection; looking to reach this balance. Have enough time for programs to reflect while also providing information useful for college planning.

Needs to have these elements:
Program mission and connect to college mission/vision/plans

Data Review:
Who are your students?
Review of data (SLOS, IR, Other)

Areas (Facilities, HR, Technology, etc.)
Reflection and Resource Needs - Requests

Anything needed for another committee/group

Summary section: Look back over updates and what is in the PR:
    Most important accomplishments
    Most important challenges/obstacles
    Most important plans for the next three years

Can we look at survey results connected to the 11-12 PR form and the 13-14 PPU?

Things people like:
- Summarizing at the end
- Having clear boxes, with reminders to include data in the discussions
- Avoid redundancies in the document – maybe have category sections for the description followed by what are your needs/requests in this area
- Would we want to include an instructional sheet to make the document look cleaner? Maybe, but people don't want to have to look at various documents
- SLO should be included within the analysis rather than stand-alone sections
- Keep as simple as possible
- Use boxes to define information and make it easier for readers
- Help with what evidence fits different categories

Fall 2016 PRC Meetings (2nd and 4th Wednesdays, 3-4:30, Room 503)

August 24

September 14

September 28

October 12

October 26 – canceled for people to read the Program Updates

November 9

December 14