Present: Kuo, Laugher, Singh, Taylor, Burks, Alina Verzi (LPCSG rep), Spirn

1. Reviewed the Program Review response to the Accreditation standards
2. The reading process for Program Review
3. Next PRC (10/24) meeting is a working meeting, hopefully in TLC
4. Karin will post online, with access to the PRC the 23rd.
5. Will be assigned to both a PRC member and an SLO partner
6. Up to 10 reviews per team
7. Read between 10/24 and Nov. 16th – send your completed reading response form to Dean in time for the meeting (ideally ahead of time)
8. Meeting with Deans take place after Thanksgiving (11/26-12/7) – PRC member makes sure the meetings are set up
9. There are tools for readers on the PRC website
10. Reviewed the Division summary template – the reader’s response form is the same
11. Made the executive summary section optional for the Division summary
12. Readers use the boxes in the Program Review document to help with the identification of themes
13. Karin to post a sample completed reader form from last year; copy the Commonly Used Terms definitions to the Tools for Readers section; add column to reader’s response form revision suggestions. “suggestions to the writer.”
	1. Side note: keep track of topics that only need to be addressed periodically so can be put into the template when needed
14. Not reading for grammar but can make suggestions for revision (the Dean would send out)
15. We have created a Division Summary form that is freeform, without boxes; there is also a box less version for the reader if the Dean requests it.