Program Review Committee (PRC) Meeting
May 25, 2010, 11:00, C339

PRC Members in Attendance: Loren Bell, Malinda Pauly, Francine Podenski, Maria Heredia, Michelle Jacques, Alice Murillo, Attila Gabor

Resource People: Tom Boegel, Pam Mery

1. Changes to the PR form (template)
   - remove questions 9 and 11
   - remove text directing to links for text to answer the above questions
   - should data be: embedded in document, link on a web landing page, or attached in a separate email?
   - instructions will include a link to the PR landing web page and details on a convention for naming electronic files
   - simplify: take out Attachment B entirely

2. Comments from the Chancellor regarding the joint PBC and PRC meeting: a more detailed presentation was desired, a final/annual report that is consumable and polished should be presented to PBC, would like to hear about programs that are proactive with regard to saving resources and improving efficiency.

3. Timeline
   - form to go out end of September
   - data to go out end of October/November
   - deadline to receive reviews March 1 (~3 weeks before spring break)
   - subcommittees to be called "working groups"

4. Feedback loops between Chairs/Deans
   - did subcommittee use Dean's forms?
   - for Fall 2010, include the Subcommittees' overview form with PR forms (template)

5. College-side communication of PR
   - a feedback survey will go out to everyone, college wide
   - units did receive a letter stating: their PR was received, PRC will collect feedback in early fall, PR forms will go out early fall, data will follow

6. Data summit to be held
   - issues with FTES can be resolved
   - bring together representatives with issue and expertise (Carl Jew)

7. PRC needs to make exemplary reviews available to college.

The next meeting of the PRC is scheduled for September 13, 2010 at 3:30-5:00 am, Cloud 334.

submitted by MP