Program Review Committee (PRC) Meeting
September 13, 2010, 3:30, C334

PRC Members in Attendance: Loren Bell, Malinda Pauly, Francine Podenski, Michelle Jacques, Alice Murillo, Tom Blair, Peter Goldstein, Monika Liu
Resource People: Tom Boegel, Pam Mery
Guests: Karen Saginor

1. Review of Data/Templates/Process
   a) Student Development:
      • use one title banner since all forms for all types of units are same
      • change question 3 and 4 to be more inclusive-use terms (“projects and services”)  
      • to guide units to keep review concise, use language, address updates “since your last Program Review...”.
   b) Academic Affairs:
      • several new Deans will require some time to gain comfort level with data and terms
      • restricted revenue will be included separately in data
      • "non-instructional" hours include instructionally related duties and purely non-instructional duties--there is no alternative terminology as this time
   c) Academic Senate:
      • senate will be given a summary of program reviews/subcommittees’ overviews, useful for writing next program review
      • last year there was no real link to funding, this year there is some lottery funding available--PRC can look at past summaries for discovering spending priorities
      • concerns: timeline, need model reports
      • Review forms will now include guideline language such as "not normally to exceed 4 pages" to encourage brevity

2. Data Sources/Issues
   • data collection/distribution is on track and very inclusive
   • population stratification (popstrat) was reviewed more rigorously
   • there will be a process to vet/review data-- not worked out just yet

3. PRC Calendar/Timeline
   • PRC meetings and action items hand out provided by T. Boegel
   • program review timeline, reviewed by DCC Sept 10, Academic Senate Sept 8 and CPBC on Sept 21.


The next meeting of the PRC is scheduled for September 27, 2010 at 3:30-5:00 am, C334.

submitted by MP