

**PROGRAM REVIEW COMMITTEE**  
**Minutes**  
**February 11, 2002**

Present: Jenkins; Armstrong; Boulding; Gabriner; Cabral; Podenski.

Absent: Starr; Schaeffer

Guest: Vice Chancellor Don Griffin  
Vice Chancellor Frances Lee  
Dean Steven Glick  
Mary Oldham, Chair Business  
Arthur Rose, Coordinator, Business

**1. Admissions/Records (Credit) report**

The Committee discussed the report with Vice Chancellor Don Griffin. It was agreed that the PRC would recommend a Continue for A/R with a commendation for improvements made in providing services to students. The recommendation would also contain a recommendations that additional training and staff development be conducted within the unit, and that a student satisfaction survey be conducted again. Regarding the late submission of grades, the committee will recommend that the Student Development division work with the Academic Affairs division to find remedies to this problem.

**2. Business Department report**

After a discussion with the Vice Chancellor, Dean and departmental leadership, it was agreed that the Business Department report would be augmented with some additional sections including an overview of departmental programs; a description of the non-credit business programs; a discussion of departmental strengths and weaknesses; an explanation of why specific goals and activities were identified in the department's long-term plan. In addition, the report will clarify its status report and separate old objectives from new ones in the matrix

The department will complete and submit the addenda by April 1, 2002.

**3. Agenda for Next Meeting**

The next meeting will review program review reports from,

- Photography
- Physical Education
- Foreign Languages
- Earth Sciences