

MINUTES

Program Review Committee

Date:

Committee Member	Present	Absent
Angela D'Amour, Dean of Student Engagement	x	
Bob Haring-Kaye, Professor of Physics	x	
Tim Loomer, Assistant VP of Institutional Research, Planning and Implementation	x	
Rebecca McNamara, Assistant Professor of English	x	
Carolyn Mitten, Assistant Professor of Education	x	
Tatiana Nazarenko Dean of Curriculum and Educational Effectiveness	x	
Steve Roger, Professor of Psychology	x	
Diane Ziliotto, Associate Library Director and Special Collections Librarian, College Archivist	x	
Julian Paley, Recording Secretary, AMS Coordinator and Data Analyst	x	

Meeting started: 3:30

1. Prayer

- a. Tatiana opened the meeting with prayer.

2. Election of the PRC chair

- 3.** Tatiana was elected to be the PRC chair. Copies of Faculty Handbook outlining duties and responsibilities of the PRC were distributed.

- 4. Review the minutes of the previous semester.** Minutes were approved unanimously.
- 5. The scope of PRC work for fall 2023**
 - a. The scope of work was discussed. New PRC members were introduced to the Program review archive, a 7-year program review templates, schedules, annual assessment update report templates, and other guiding documents.
 - b. Copies of the PR Handbook were distributed.
- 6. The Art Department's request for a short-term submission extension**

The Program Review Committee granted an extension for the Art Department to submit their six-year report in October.
- 7. Records**

The committee discussed individual assignments to review annual and six-year reports. No adjustments made to the Records spreadsheet.
- 8. The departmental Program Review website**

Over the past several years, some departments discontinue posting their annual and six/seven-year reports on the departmental Program Review website. Tim Loomer pointed out that some information is required to be public including student learning outcomes, educational objectives, student retention and graduation data, etc. Before the previous WASC accreditation visit, all academic departments updated their Program Review websites and posted all their reports. Should we continue this practice even if we can't protect posted reports by passwords? What are other options? The discussion will be continued at the next meeting, and the PRC members were asked to find creative solutions to this issue.
- 9. Other Business**

The Program Review committee discussed the evaluation of an annual report. Copies of the Assessment Rubric were provided. The PRC members were advised to evaluate reports together. Tatiana reminded that the overall goal for each department is to reach Developed level of the rubric in all existing categories. It is appropriate to praise the departments which exceeded this expectation.

Meeting adjourned: 4:55 pm