

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. Bob opened us up in prayer.

2. Minutes of September 13, 2023.

- a. Minutes were approved unanimously.

3. History Department's Request

The History Department requested on-year extensions for their six-year report submission. Their rationale:

- a. The department has already embarked on two program review activities for the year: discussions surrounding how to adjust to LLMs (AI) in teaching, and part of the Global ILO in Perspectives on World History.
- b. Marianne Robins is on sabbatical next semester and Alastair Su is on leave, which means the department will down to two faculty for the crucial final semester before the review.
- c. Heather Keaney is busy as the lead specialist for the global ILO, and was also recently and unusually elected to another year on the Personnel Committee.

The PRC unanimously approved a one-year extension for the History six-year report submission. The Department will submit their six-year report by September 20, 2025. Julian Paley will be helping the History department with their Alumni survey this academic year.

Template for the Museum Assessment

- a. The Museum's report was not included into the 2023 Art Department seven-year report. Hence, the Museum Director needs to submit a separate report.
- b. Rebecca recommended PR committee to add a question about student success and how the museum connects to your learning at Westmont. In the key question section, the PRC added the clause about student learning outcomes across the curriculum. The PRC agrees that Judy Larson needs to provide a brief description of how museum exhibits support endeavors with instructional learning outcomes assessment and GE (Global Awareness and Diversity ILOs, CUPA ILO, etc.)
- c. PR committee approved template for the museum assessment.
- d. PR committee believes that in the next report should include "Why does the faculty not bring students to the Westmont Museum."

4. Records

- a. The Economics & Business department was asked about the status of their annual assessment report submission. No confirmation of the date has been received, just a vague response that they will submit the report soon
- b. Understanding Society will meet on October 3rd which will give more data for the General Education annual assessment report to the PRC.
- c. The Department of Art has yet to submit their report yet.
- d. English department agrees to submit their Action Plan in January of 2024.

5. Posting annual and six/seven-year reports on the departmental website: discussion and recommendations

- a. Julian presented how password-protect PDFs of the report can be posted. The PRC agrees that this would be the best route for now. The PRC will add a note to the bottom of each program review page to contact admin assistance to get the password. This password will be a generic password that can work on any password-protected PDF with annual and six/seven-year reports.
- b. The information about posting reports will be communicated by Tatiana to the academic department chairs at the next chairs' meeting with the Provost Office.

6. Annual report evaluations: questions and concerns

The PRC members were reminded that six/seven reports worksheets need to be returned to Julian by established dates in order for him to combine all documents in one for each department under review. Team leaders and members of each individual team will use these sheets for conference calls and for the report preparations.

7. Preparation for site visits

Tatiana asked if anyone had questions about site visits. Everything seems to be under control.

8. Other business.

None.

Meeting adjourned: 4:39 pm