

**MINUTES**  
**Program Review Committee**  
**Date: March 5, 2025**

| <b>Committee Member</b> | <b>Present</b> | <b>Absent</b> |
|-------------------------|----------------|---------------|
| Doug Fontes             | x              |               |
| Anna Jordan             | x              |               |
| Tim Loomer              | x              |               |
| Carolynne Mitten        | x              |               |
| Tatiana Nazarenko       | x              |               |
| Diane Ziliotto          | x              |               |
| Laura Nichols           | x              |               |

**The team met in room 216.**

**1. Prayer**

Diane opened the group in prayer.

**2. Approval of PRC Minutes of Feb 12, 2025**

The minutes were approved.

**3. Status of the Athletics team's report: Diane and Doug**

Diane and Doug will finalize the report next week.

**4. The Department of Engineering request re: submission schedule (Google Drive)**

Per Tatiana, the Engineering department will submit annual report in September of 2025 and the seven-year program review report in September of 2028 instead of 2026.

**4. Best six/seven-years and annual reports**

Team members will consider which reports should receive certifications of excellence and awards and make recommendations in the next meeting.

**5. The PRC's request for Faculty Council (Google Drive)**

The team reviewed and approved a draft letter requesting additional faculty member on the PRC.

**6. Refining the rubric for evaluating annual report (Google Drive)**

The team reviewed and updated the rubric used for evaluating and assessing annual reports.

**7. Refining annual assessment update report template (Google Drive)**

The team reviewed and updated the template

**7. Refining annual response template (Google Drive)**

The team reviewed the annual response letter template. Diane shared a draft of a document she used, and the team will review and discuss Diane's version in the next meeting.

**7. Other business**

No other business was presented.

**Meeting adjourned: 11:57 AM**

Submitted by Laura Nichols, PRC Recording Secretary