

MINUTES
Program Review Committee
October 24, 2019
3:15pm to 4:45pm
VL 216

Committee Member	Present	Absent
Angela D'Amour	x	
Tatiana Nazarenko	x	
Edd Noell	x	
David Vander Laan	x	
Diane Ziliotto		x
Sarah Jirek	x	
Manuela Long	x	

Meeting start: 3:15 pm

1. Prayer

Angela D'Amour led us in prayer.

2. Approval of PRC Minutes September 26, 2019

Minutes have been unanimously approved.

3. Records

- Chemistry and GE have been submitted.
- Math and Computer Science should be submitting this week
- Library will submit by the end of October, English received an extension

4. Evaluating Annual Reports

The annual reports uploaded into Portfolium are to be evaluated by the teams.

5. Six-year reports and site visits

Theatre Arts:

- PRC members assigned to this department to finish worksheet
- External Reviewer visiting second week of November
- Conference call should be scheduled to the first week of November
- Tatiana to send worksheet template to all members of PRC
- Evaluation matrix is posted on the web site.

Program Review Team Worksheet: It's an internal document which helps the program review leader to organize and write the report. It will also be very helpful for the conference call, to prepare the external reviewer for the site visit:

- Recommendations and Action Plan: Are we addressing previous recommendations?
- Evidence and Analysis of Student Learning
- Alumni Satisfaction: How do we interpret the survey, can we learn from it?
- Curriculum: Are we reaching the right courses? Are our curriculums comparable to other institutions? Does faculty want to change anything?
- Sustainability or Adaptability: Will the department be around for 10 years from now? Do they have the resources, do they have staffing, what is the industrial trend?
- Completeness and Rigor: Do people outside of the department understand the report? Can we find all the information and appendices? How is the report written, how easy is it to read? Do we have suggestions to better understand future reports?

Program Review Team's Report Template: The importance of VI. Contribution to Diversity and VIII. Recommendations was discussed.

Tatiana to send Music worksheet on Monday, October 28

6. Meeting with the departments preparing six-year reports.

David and Tatiana to meet with Math & Computer Science in November.

7. Other business

There are no meetings in December.

Meeting adjourned: 3:58pm