



Program Review Committee

MINUTES - Monday, May 16, 2022

3:30 – 4:15 PM

Zoom virtual meeting

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Shakerra Carter, Michelle Fischthal, Megan Leppert, Bryan Perrin, Jesus Rivas, Maureen Rubalcaba, Leroy Williams,
Members not Present:	David Anton, Desiree Payne, Jackie Sabanos
Recorder:	Debi King
AGENDA	
1. Call to Order 3:33 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Marne, seconded by Leroy – Agenda approved
2.2 Approval of April 25, 2022 Meeting Minutes	
CONCLUSION	Motion to approve by John, seconded by Leroy – Agenda approved
3. Information/Discussion Item(s)	
3.1 Summer Preparation for Fall Activities	
INFORMATION	<ul style="list-style-type: none"> • Program Review template will be rolled over to next year <ul style="list-style-type: none"> ○ Optional: Program Summary and Mission Statement which were required last year ○ Developing training plan and updating training materials ○ Developing PR dashboard • Processing PR data from 2021-2022 <ul style="list-style-type: none"> ○ Running the data and validating reports – will be time-intensive and take most of summer
3.2 Institutional Surveys	
INFORMATION	<p>Surveys are very important for the institution and we should encourage people to take them</p> <ul style="list-style-type: none"> • Governance Committee Self-Assessment Survey <ul style="list-style-type: none"> ○ Used to make to inform potential revisions to the Governance Handbook and provide information to committee chairs to have discussions with their members about potential changes • Campus Climate Survey <ul style="list-style-type: none"> ○ Includes student and staff versions provide data for accreditation • Administrative Unit Feedback Survey <ul style="list-style-type: none"> ○ First time this survey is being launched ○ Provide information regarding perception of what the units do
3.3 Meeting Dates/Times/Length/Location – 2022-2023	
DISCUSSION	Committee discussed meeting logistics for 2022-2023
CONCLUSION	PRC meetings for 22/23 will be 90 minutes in length 3:00-4:30, continue to be the third Monday of the month (unless the date coincides with a holiday), and continue to be via Zoom
4. Adjournment: Meeting adjourned at 3:55 PM	
Next Meeting: September 19, 2022	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 9/19/2022