



**Program Review Committee**

**MINUTES - Monday, November 15, 2021**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Shakerra Carter (Acting VPSS), Michelle Fischthal (VPI), Jesus Rivas, Megan Leppert, Desiree Payne, Bryan Perrin, Maureen Rubalcaba
<b>Members not Present:</b>	Jackie Sabanos (VPA), Leroy Williams
<b>Guest:</b>	David Anton
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:32 PM**

**2. Action Items**

**2.1 Approval of Agenda**

**CONCLUSION** Motion to approve by Marne, seconded by Maureen – Agenda approved

**2.2 Approval of October 18, 2021 Meeting Minutes**

**CONCLUSION** Motion to approve by Jesus, seconded by Desiree – Minutes approved with one abstention

**3. Information/Discussion Item(s)**

**3.1 Progress on Fall 2021 Program Review**

**INFORMATION** All Program Reviews have been completed with the exception of one Administrative Review

- PRIE has reached out this unit

Two LMI’s have not been completed

- PRIE is reaching out these units individually to facilitate completion

**3.2 Program Review Feedback Meeting**

**DISCUSSION**

- There has been a transition from PDF’s to one-on-one meetings – this has proven to be successful for ways to improve Program Review
  - Looking forward there may be problems scheduling these meetings for next year – it took several months to schedule meetings this year with program reviewers
  - Committee discussed the possibility of having two days of trainings next year at the end of the fall semester or the beginning of the spring semester
  - It’s important to understand why it’s been so difficult to have these meetings – focus less on the process and more on the work during the process leading to success
  - Program Review timelines, purposes, and linkages need to be reevaluated

**3.3 Administrative Unit Feedback Survey**

**INFORMATION** The administrative unit feedback survey was requested by PRC to provide more data and information to administrative units doing their program reviews

- Committee was provided with scope-of-work overview of this survey
- Proposed research questions may address:
  1. Level of awareness
  2. Level of service usage
  3. Level of satisfaction
  4. Perceived institutional impact
  5. Perceived effectiveness

**4. Adjournment:** Meeting adjourned at 5:01 PM

**Next Meeting:** December 15, 2021

**Minutes submitted by:** Debi King

**Minutes approved:**

*By committee on February 17, 2022*