



Program Review Committee

MINUTES for Monday, April 15, 2019

3:30 – 5:00 PM

ECC room 121

Members Present:	Marne Foster (co-chair), John Bromma, Michelle Fischthal, David Holden, Jesus Rivas, Carol Wilkinson, Leroy Williams
Members not Present:	Desiree Payne, Maureen Rubalcaba, Jackie Sabanos, Tim Pawlak, Jessica Luedtke (co-chair)
Guest:	Alex Berry
Recorder:	Debi King

AGENDA

1. Call to Order 3:37 PM

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Leroy, seconded by David – Agenda unanimously approved
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2.2 Approval of March 18, 2019 Meeting Minutes – minutes approved by committee

CONCLUSION	Motion to approve by Leroy, seconded by John – Minutes unanimously approved
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3. Information/Discussion Item(s)

3.1 Changes/Revisions to Program Review

INFORMATION	<ul style="list-style-type: none"> • Jesus informed committee of PR writers feedback survey results <ul style="list-style-type: none"> ○ writers were generally happy with the support ○ writers didn't like the multiple platforms they had to use to complete their program review ○ writers weren't sure what to do with so much data – asked for more guidance ○ some writers mentioned that manipulating Form A was difficult because it was a Word doc ○ there were issues with lack of standardization ○ some writers indicated that much of the information requested wasn't relevant to their programs
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3.1.1 List of Recommended Changes to Form A

INFORMATION	<ul style="list-style-type: none"> • not have compound questions • try to minimize complex questions • add detailed instruction so writers know which questions don't need to be answered if not applicable • make more user-friendly – writers shouldn't be afraid of the data <ul style="list-style-type: none"> ○ suggestion: have workshops in the future to explain the data and use of it relative to PR ○ suggestion: have instruction on how to use data dashboards, etc. during the summer? On Zoom?
DISCUSSION	<ul style="list-style-type: none"> • what questions could be excluded for programs that use Perkins? • is program review not contextualized to lead to program improvement? • discussion regarding frequency of program review – long-term/short-term goals • we should encourage programs to devote some of their program meetings specifically to PR <ul style="list-style-type: none"> ○ can PRC put together some type of activity or lesson plan that can be used at these meetings to focus on strategic planning and past program reviews? • re-contextualize PR for student success – this is the purpose of PR • include the specific needs of the grants in Form A as there are specific requirements for Perkins, etc. • Alex Berry to review Form A to inform how we go forward

4. Action Items	
4.1 Migrate template from Word to Excel	
DISCUSSION	Spreadsheet as opposed to Word document for the next year (following year will be Campus Labs) – will be very stressful to the writers. Group decided to keep using Word for now since we will only be using paper templates for this process for one more year
Action Item Jesus	email Form A to Alex Berry for review and feedback
Action Item Jesus	email committee list of questions that need to be reworded and/or simplified
Action Item Jesus & Marne	make updates based on feedback from PRC and Alex for review and approval at next PRC meeting
4.2 Approve changes made to Program Review	
Tabled to next meeting based on review and feedback from PRC and Alex	
5. Adjournment Meeting adjourned at 5:16 PM	
Next Meeting: Monday, May 20, 2019 at 3:30-5:00 PM - ECC Rm 121	

Minutes submitted by: Debi King

Minutes approved:

By Committee 5/20/19