



## Program Review Committee

**MINUTES for Monday, March 15, 2021**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Marne Foster (co-chair), John Bromma, Lisa Cork, Michelle Fischthal (VPI), Desiree Payne, Bryan Perrin, Jesus Rivas, Star Rivera-Lacey (VPSS), Maureen Rubalcaba, Jackie Sabanos (VPA), Megan Leppert, Leroy Williams
<b>Members not Present:</b>	Jessica Luedtke (co-chair)
<b>Guest(s):</b>	
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 3:34 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

CONCLUSION Motion to approve by Bryan, seconded by Leroy – Agenda approved

##### 2.2 Approval of February 22, 2021 Meeting Minutes

CONCLUSION Motion to approve by Michelle, seconded by Maureen – Minutes approved

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

##### 3.1 Feedback to PR Writers Update

INFORMATION

- Encourage feedback, positive and negative, during meetings, to inform the process going forward
- Explaining to participants at the beginning of the meetings the purpose of program review
- Collaborative experience of review within departments is beneficial

##### 3.2 PR Writers Feedback Survey

INFORMATION

- Instructional Feedback Survey
  - Twenty-nine responses
  - More participation is necessary going forward to collect information for improvement in PR
  - Majority of responses were positive – might indicate negative responders lack of participation
  - Writers were very happy with the new PR data spreadsheet provided by PRIE
  - Very positive responses to rolling over the previous year PR to the current year to update

##### 3.3 PR Instructional Review/Communication

INFORMATION/DISCUSSION

- Provide better information regarding resources available to writers to complete their PR
- Find ways to communicate parts of PR's across the institution – ex: accomplishments section
  - MS Teams, SharePoint, etc.
  - Marketing-type campaign
  - Presentations at various committee meetings

#### 4. Adjournment: Meeting adjourned at 4:50 PM

**Next Meeting:** April 19, 2021 | 3:30 PM – 5:00 PM

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee on 4/19/2021