



## Program Review Committee

**MINUTES for Monday, February 22, 2021**

**3:30 4:00 – 5:00 PM**

**Zoom virtual meeting**

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

### AGENDA

#### 1. Call to Order 4:00 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

<b>CONCLUSION</b>	Motion to approve by Bryan, seconded by Marnie— Agenda approved
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##### 2.2 Approval of January 25, 2021 Meeting Minutes

<b>CONCLUSION</b>	Motion to approve by Michelle, seconded by John – Minutes approved
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#### 3. Information/Discussion Item(s)

##### 3.1 Feedback to PR Writers Update

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Kickoff starting now</li> <li>• Process has been reviewed at the Academic Senate meeting</li> <li>• Feedback meetings will have two leads in each meetings</li> <li>• Participants will select the meeting time that is best for their department</li> </ul>
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##### 3.2 PR Writers Feedback Survey

<b>INFORMATION/ DISCUSSION</b>	<p>Highlights of the of the Administrative units reviewed</p> <ul style="list-style-type: none"> <li>• Eleven responses from 7 out of 9 departments</li> <li>• Respondents indicated some areas can be improved and should be encouraged:           <ul style="list-style-type: none"> <li>◦ work on collecting evidence to analyze department quality</li> <li>◦ the use of assessment measures</li> <li>◦ conversations about administrative unit outcomes and KPI's</li> <li>◦ use of evidence to analyze department quality</li> </ul> </li> <li>• Members discussed ways to address these areas and the importance of PRIE providing support for Program Review writers regarding ways to start measuring their outcomes</li> </ul>
<b>ACTION ITEM</b>	Future agenda item to include further discussion regarding Program Review outcomes analysis by PRC

**4. Adjournment:** Meeting adjourned at 5:00 PM

**Next Meeting:** March 15, 2021 | 3:30 PM – 5:00 PM

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee on March 15, 2021