



Program Review Committee

MINUTES for Monday, March 15, 2021

3:30 – 5:00 PM

Zoom virtual meeting

Members Present:	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
Members not Present:	Jessica Luedtke (co-chair)
Guest(s):	
Recorder:	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