



## Program Review Committee

**MINUTES - Monday, May 16, 2022**

**3:30 – 4:15 PM**

**Zoom virtual meeting**

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

### AGENDA

#### 1. Call to Order 3:33 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

<b>CONCLUSION</b>	Motion to approve by Marne, seconded by Leroy – Agenda approved
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##### 2.2 Approval of April 25, 2022 Meeting Minutes

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

##### 3.1 Summer Preparation for Fall Activities

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Program Review template will be rolled over to next year           <ul style="list-style-type: none"> <li>◦ Optional: Program Summary and Mission Statement which were required last year</li> <li>◦ Developing training plan and updating training materials</li> <li>◦ Developing PR dashboard</li> </ul> </li> <li>• Processing PR data from 2021-2022           <ul style="list-style-type: none"> <li>◦ Running the data and validating reports – will be time-intensive and take most of summer</li> </ul> </li> </ul>
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##### 3.2 Institutional Surveys

<b>INFORMATION</b>	<p>Surveys are very important for the institution and we should encourage people to take them</p> <ul style="list-style-type: none"> <li>• Governance Committee Self-Assessment Survey           <ul style="list-style-type: none"> <li>◦ Used to make to inform potential revisions to the Governance Handbook and provide information to committee chairs to have discussions with their members about potential changes</li> </ul> </li> <li>• Campus Climate Survey           <ul style="list-style-type: none"> <li>◦ Includes student and staff versions provide data for accreditation</li> </ul> </li> <li>• Administrative Unit Feedback Survey           <ul style="list-style-type: none"> <li>◦ First time this survey is being launched</li> <li>◦ Provide information regarding perception of what the units do</li> </ul> </li> </ul>
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##### 3.3 Meeting Dates/Times/Length/Location – 2022-2023

<b>DISCUSSION</b>	Committee discussed meeting logistics for 2022-2023
<b>CONCLUSION</b>	PRC meetings for 22/23 will be 90 minutes in length 3:00-4:30, continue to be the third Monday of the month (unless the date coincides with a holiday), and continue to be via Zoom

#### 4. Adjournment: Meeting adjourned at 3:55 PM

#### Next Meeting: September 19, 2022

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee on 9/19/2022