



Program Review Committee

MINUTES for Monday, September 21, 2020

3:30 – 5:00 PM

Zoom virtual meeting

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| Members Present: | Marne Foster (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Desiree Payne, Jesus Rivas, Star Rivera-Lacey (VPSS), Maureen Rubalcaba |
| Members not Present: | Tim Pawlak, John Bromma, Jackie Sabanos (VPA), Leroy Williams |
| Guest: | Bryan Perrin |
| Recorder: | Debi King |

AGENDA

1. Call to Order 3:33 PM

2. Action Items

2.1 Approval of Agenda

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| CONCLUSION | Motion to approve by Jesus, seconded by Maureen – Agenda unanimously approved |
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2.2 Approval of May 18, 2020 Meeting Minutes

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

3.1 Summer Workgroup Review of Program Review Changes for Fall 2021 Update

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| INFORMATION | <ul style="list-style-type: none"> • 25-30 people attended – from that: • Streamlined the overall PR process <ul style="list-style-type: none"> ○ Identified and eliminated what wasn't being used ○ Rolled over PR's from last year <ul style="list-style-type: none"> ▪ End-user can edit/revise the prior year report as needed (not starting over each year) ▪ Notes and instructions have been added to templates – clear and concise ○ Consolidate program reports into one spreadsheet <ul style="list-style-type: none"> ▪ Used to inform the writer's final report ▪ All data available in one spreadsheet – not multiple pdf's ○ Training and materials in 'one-stop shop' in CANVAS shell ○ Several training/tutorial videos created |
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3.2 PRC Framework, Membership, and Meeting Schedule

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| INFORMATION | <ul style="list-style-type: none"> • PRC framework has not changed • Meeting schedule to continue on 3rd Monday of the month • Two open faculty spots on PRC <ul style="list-style-type: none"> ○ Bryan Perrin might be interested in filling one of the faculty spots |
| ACTION ITEM | Marne will reach out to Matthew Rivaldi regarding open PRC faculty member spot |

4. Adjournment: Meeting adjourned at 4:34 PM

Next Meeting: October 19, 2020 | 3:30 PM – 5:00 PM

Minutes submitted by: [Debi King](#)

Minutes approved:

By Committee on 10/19/2020