



Program Review Committee

Minutes

Date 09/28/2015 Start Time 3:30 PM Adjournment Time 4:30 PM Location Lib 420
 Type of Meeting Regular Special

CHAIR	Don Smith
SECRETARY	Don Smith
ATTENDEES	Chris Michaelides, Donna Luse, Jessica Lasiter, Lon Smith, Jose Cordova, Paula Griswold, Matthew James, Ron Hill
ABSENT (EXCUSED)	

Agenda

GENERAL ANNOUNCEMENTS		
All programs to be reviewed this year have been sent a copy of the guidelines and rubric.		
DISCUSSION TOPICS		
How to proceed with the reviews prior to sending them to Dr. Pani.		
CONCLUSIONS		
When both reviews have been completed for each program, they will be placed on Moodle and the two reviewers will prepare a joint review. The chair will make sure all reviews that have been received are in the Moodle group. This will ultimately go to Dr. Pani. Whether it goes to the program head before or after Dr. Pani is yet to be decided. When examining accreditation reports, please make sure the program tells where to find the rubric points in the accreditation report.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next meeting October 12 with final reviews due October 26.	Members	

Approved by committee/council chair Yes on 10/12/2015