



Program Review Committee

Minutes

Date 11/09/2015 Start Time 3:30 PM Adjournment Time 4:20 PM Location Lib 420
 Type of Meeting Regular Special

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

Agenda

GENERAL ANNOUNCEMENTS		
We do not have to review the chemistry letter of intent before it goes to the Board of Supervisors		
DISCUSSION TOPICS		
1. The committee requests that when accreditation reports are submitted that the program identify on the rubric where the requested info can be found in the submitted report. If the report did not cover one or more of the nine rubric topics, the program submission to the committee should include such information. 2. Following a discussion of rubric issues, it was determined that no further discussion of the rubric will take place until after the 2015-2016 reviews have been reviewed. Each review submission should follow the rubric's format. 3. Dr. Pani will be invited to the November 23 meeting to discuss committee concerns. By that time the composite reviews will have been distributed to Dr. Pani, deans, and program coordinators.		
CONCLUSIONS		
The final meeting of the term will be Monday, November 23.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute composite evaluations	Don Smith	11/11/2015

Approved by committee/council chair Yes on 11/23/2015