

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

2/23/18

### MEETING INFORMATION

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**COMMITTEE CHARGE:**

*The Program Review Committee operates under the rules of the [Brown Act](#). This committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.*

<b>DATE:</b>	2/23/18	<b>LOCATION:</b>	Library, L-151
<b>TIME:</b>	10:00 a.m. – 12:00 p.m.	<b>MEETING TYPE:</b>	Governance
<b>CO-CHAIRS:</b>	Obed Vazquez; Ray Martin	<b>NOTE TAKER:</b>	Mary Jane Long
<b>MEMBERS PRESENT:</b>	Florence Espiritu, Brian Raymond, Lisa Drummond, Claudia Hein, Anne Petersen, Kim Schenk (ex officio), John Thomas, Bill Oye, Noha Basiliou, Arek Puzia, James Hoffmann, Christine Worsley, Lindsay Kong, Raymond Martin		
<b>MEMBERS ABSENT:</b>	Obed Vazquez, Maria Dorado, Stephanie Alves, Rosemary Delia, Lena Halloum, Mike Darr	<b>GUESTS:</b>	Marilyn Sargent, Susan Lamb (President)
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:04 a.m.	<b>QUORUM PRESENT?</b>	Yes

### AGENDA ITEMS

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	TOPIC	OUTCOME
1.	Adoption of 2/23/18 Agenda	The 2/23/18 agenda was reviewed. A motion was made (Hoffmann) and seconded (Kong) to approve the agenda as written. The vote was unanimous with six absences (Alves, Darr, Delia, Dorado, Halloum and Vazquez) and no abstentions.
2.	Review and Approval of 1/26/18 minutes	The 1/26/18 minutes were reviewed. A motion was made (Hoffmann) and seconded (Basiliou) to approve the minutes as written. The vote was unanimous with six absences (Alves, Darr, Delia, Dorado, Halloum and Vazquez) and no abstentions.
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements/Updates	Program Review updates: <ul style="list-style-type: none"> <li>• All the groups have met.</li> <li>• President Lamb will be talking about potential changes to PR in today's meeting.</li> </ul>

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5.	Access in OneDrive	Access to documents in OneDrive was discussed. <ul style="list-style-type: none"><li>• James Hoffmann gave a tip for reviewing program review documents and that is to download all documents into one big file.</li><li>• Kim Schenk discussed the final memo from the Vice President's office that indicates programs out of compliance with Title V Program Review for learning outcomes so there may be some programs on our list that are not eligible this year. The memo will be coming out in the next week or so and this information is both urgent and untimely.</li></ul>
6.	Group Reporting and Meeting Time	The groups reported out.
7.	Discussion of Potential Changes to Program Review	President Lamb discussed potential changes to the Program Review process. The addition of a special Program Review meeting will be discussed at our next meeting.
8.	Adjournment	The meeting adjourned at 12:07 p.m.