MINUTES
Program Review Committee
September 20th, 2016
3:30-5:05pm
Montecito Room

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Present</th>
<th>Excused</th>
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<tr>
<td>Mark Nelson</td>
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<tr>
<td>Steve Butler</td>
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<tr>
<td>Eileen McQuade</td>
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<td>Tatiana Nazarenko</td>
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<td>Tim Wilson</td>
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<td>Don Patterson</td>
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<td>Diane Ziliotto</td>
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<td>Chris Call</td>
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<td>Tori O’Brien</td>
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Others Present: N/A

I. Opened with Prayer – Steve Butler

II. The minutes of the September 6th, 2016 meeting were approved with no corrections.

III. Global Outcomes Document
   a. The Committee members were familiarized with the Global Outcomes document brought to us by the Provost Office. The Committee will work on this assignment in conjunction with other committees in Spring 2017.

IV. Dept. of Physics Request
   a. The Physics Dept. requested a one-year extension for the submission deadline of their Six-Year Program Review Report. The report would be due in September 2018 instead of September 2017. The request was approved.

V. Cohort Meeting Update
   a. Faculty members of Art, Kinesiology, Philosophy, E&B, and Sociology/Anthropology will be attending the PRC cohort meeting. At the meeting, the PRC should emphasize that the departments need to showcase their accomplishments since the PRC does not gather any extra data for report evaluation. Eileen will talk about the process of report writing and Mark will share his insider's knowledge about report evaluation. Tori will also be updating faculty on formatting and uploading reports. The meeting will be in Founders on Tuesday, September 27th from 12 to 1pm.
VI. The Record of Annual and Six-Year Report Submissions and Assignments were presented to the committee members for informative purposes.

VII. Six-Year Program Review Report Discussion
a. Three six-year reports need to be assessed this fall (Religious Studies, Student Life, English); two of them have already been submitted (Religious Studies, Student Life). All committee members need to read each six-year report and submit their report evaluation via the LiveText Six-Year Report Evaluating Rubric, which is attached to each report submission. Here is the timeline for completing Six-Year assessments in LiveText and discussing the report with the committee:
   • Religious Studies – LiveText evaluation is due on September 30th; the report discussion is scheduled for October 4th.
   • Student Life – LiveText submission is due on October 14th; the report discussion is scheduled for October 18th.
   • English – LiveText evaluation is due on October 25th; the report discussion is scheduled for November 1st.
b. Tatiana will collect all the comments from assessors' LiveText rubrics and send them to the PRC members in regards to their designated areas of report management. The members will summarize the comments in one paragraph based on the following area assignments:
   • Alumni Satisfaction: Tim Wilson
   • Evidence and Analysis of Student Learning: Eileen McQuade
   • Style & Completeness: Diane Ziolotto
   • Program Sustainability & Adaptability: Don Patterson
   • Curriculum: Mark Nelson
   • Previous PRC and Action Program: Steve Butler
   • Check List and Compliance: Tatiana Nazarenko

VIII. Annual Report Assessment Discussion
a. The PRC responded to the Template Review. Tatiana handed out the template for writing a response to the Annual Assessment Report Submissions. It was noted that the template can be tweaked, but should be followed closely if a department is reporting a PLO assessment rather than a Key Question.
   1. The First assessor is the person writing the report. There should be a reminder at the end of the PRC’s written response stating that this document is a draft and that the department can schedule an appointment with the report assessors to discuss the PRC response. The PRC’s response can be changed and amended if needed. The committee gives departments a couple of months to respond to the PRC’s response for amending if they wish to change the official document regarding the evaluation of their departments Annual Report.
ii. **Key Questions Evaluation Issues**

1. Since, this is the first year Key Questions are being submitted as part of the Annual Reports a proper system for evaluating them may not be established. The committee discussed this issue and the reporting template as well as the evaluation of a submission and concluded that Key Questions will NOT BE INCLUDED in the general Annual Report Response. A new response template specifically for Key Questions may be created eventually. In the meanwhile, the committee members use their best judgement to evaluate reports based on Key Questions, provide their comments and ask questions regarding Key Questions.

b. Our goal is to submit all PRC responses by December 1, 2016.

IX. **Assessment Training session**

a. The Committee members assessed one of the submitted reports for the completion of the meeting. Theatre Arts was looked at collectively and the Rubrics and how to use them for assessing were addressed. The collective nature of this exercise helped to show how it can be useful to assess and discuss a report together (between assessors) even though each assessor will grade and comment separately.

*Meeting Closed at 5:05pm*
Recorded by:
Tori O'Brien