

**MINUTES**  
**Program Review Committee**  
**September 9, 2020**  
**10:30 am to 12 pm**  
**Zoom meeting**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Anna Aboud	X	
Angela D'Amour	X	
Elisabeth Gardner	X	
Tatiana Nazarenko	X	
Bill Nelson	X	
Diane Ziliotto	X	

**Meeting start: 10:30am**

**1. Prayer**

Tatiana Nazarenko led us in prayer.

**2. Minutes**

Minutes of May 6, 2020 were unanimously approved.

**3. Election of Committee Chair and Recording Secretary**

Angela D'Amour nominated Tatiana Nazarenko as Committee Chair; all approved her election. Diane Ziliotto volunteered to take minutes for this meeting and the committee agreed to a rotation of Recording Secretarial duties for this year.

**4. Committee's Responsibilities**

Tatiana presented the various duties and responsibilities that the members of the PRC have. This included an overview of the Annual Report process and the 6-Year Report process. She showed members the rubrics that are used and described the evaluation process. Additionally, she showed the committee the timeline for all of the reports and

assessments. She answered questions from new committee members and welcomed questions during the coming months.

### **5. Fall 2020 Tracks of Work**

Tatiana had members look at their review team assignments and explained both how the teams were created (experienced members with newer members) and the report writing responsibilities.

She also told the committee that Chemistry, Mathematics, and Computer Science will be submitting 6-Year Reports this year, although there is currently no timeline for these. No external reviews will be conducted this year.

### **6. The English Department's Request**

Because Sarah Skripsky, English Department chair, is very involved with the writing of another assessment report, the English Department requested a one month extension for the submission of their 202 Annual Report. The committee granted their request.

### **7. Assessing Departmental Annual Reports**

The Philosophy Department submitted their Annual Report ahead of schedule, Tatiana was able to walk the committee through the assessment process using this report as an example. Committee members saw the application of the rubric and learned what to do when assessors assign differing grades.

### **8. Other Business**

Tatiana encouraged committee members to attend the New England Educational Assessment Network (NEEan) webinar "Classroom Techniques for Equitable & Culturally Responsive Assessment" to be held on September 30 at 8am, offering to cover the cost of registration for any who choose to attend.

**Meeting adjourned: 11:50am**