

**MINUTES**  
**Program Review Committee**  
**February 10, 2021**  
**2:30-4:00pm**  
**Zoom meeting**

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

**Meeting started at 2:30pm**

**1. Prayer**

Tatiana Nazarenko led us in prayer.

**2. Approval of PRC Minutes**

Minutes of the January 27, 2021 meeting were approved.

**3. Annual Reports**

Tatiana updated the committee about the annual reports that had and had not been submitted this year. The committee then discussed how to respond to departments that don't submit annual reports (even after an extension has been granted and some reminders have been sent). While recognizing that this year is unique, they suggested strategies of reaching out to the department chair again and raising the issue with the provost. They also considered that there may be room to develop a policy later in the Spring to direct responses in such cases.

**4. Program Review Site Visits**

Tatiana provided an overview of the two upcoming external reviewer visits and allowed time for team leaders and participants to ask questions and clarify the process. It was decided that Elizabeth Gardner and Angela D'Amour would meet one-on-one with the reviewers rather than as a group. Concerns about being sure to allow each faculty member to meet with the external reviewers were raised. Tatiana stressed that the PRC members are able to provide the external reviewers with important background on our institutional context and reviewed the purposes of the exit interview.

#### **5. Equity in the Program Review Process. Discussion Facilitators: Elizabeth Gardner and Anna Aboud.**

Anna Aboud and Elizabeth Gardner provided an overview of the NEean (National Educational Assessment Network) webinar titled "Where is Equity in the Program Review Cycle?" hosted by Ed Morgan. They introduced two key questions to frame the conversation ("What opportunity does a Program Review provide to reveal and address equity in student outcomes?" and "How could we use the info in PR to move the community toward equitable practices?") and five principles for enacting equity by design. The committee then brainstormed potential action steps (e.g., updating the annual report and 6-year report templates, considering the use of the library's tutoring program, and rethinking course sequencing). The challenges of this work were also discussed (e.g., the difficulty of getting certain data, the limits and burdens already on our system). The committee agreed that a first step would be to discuss with the registrar's office what types of data requests are reasonable, to begin updating the report template language, and to be sure that the PRC members who are on the Strategic Planning committee bring these sensibilities and commitments into those conversations as well.

**Meeting adjourned: 3:59pm**

Minutes submitted by Elizabeth Gardner