

Minutes

Program Review Committee

October 11, 2018
10:00am – 11:02am
Montecito Room

In Attendance:

Jaron Burdick

Ken Kihlstrom

David Vander Laan

Chris Call

Tatiana Nazarenko

Tim Wilson

Angela D'Amour

Rick Pointer

Diane Ziliotto

1. Prayer 10:02

2. Minutes of September 13, 2018 10:03

3. Records 10:05

- Most annual reports have been submitted; some reports are on their way, although the Computer Science report is delayed due to Don Patterson's sabbatical.
- 3. Assessing annual reports: the PRC's response template 10:07
- Reviewed annual report process, highlighting process by which draft reports become final.
- Reviewed online rubrics on LiveText visible through faculty portal.

- Both team members should submit their rubrics, but only *one* team member should submit the final report.

4. Program reviews and site visits: team worksheets and their purpose. 10:29

- Team Worksheets: Review teams will receive a worksheet in advance of the forthcoming conference call. The worksheet is a working, internal document of the committee and not a public document. The team worksheet will inform goals of external review.
- In answering whether we are evaluating the department or the report, it is the department's responsibility to showcase their success. A reviewer can help point out things that are not adequately addressed in the department's report, but the report itself, as the written record of the process, is ultimately the thing by which the department will be reviewed.
- External Reviewers should submit their reports *only* to the PRC, not to members of the department under review. Their report will not be given directly to the department, but will be combined in a larger report from the PRC. The external reviewer can expect to receive a draft copy of the final report from the PRC for comment prior to the report being submitted to the department.

4. Adjourned

11:02

Respectfully submitted,

Jaron Burdick