

**MINUTES**  
**Program Review Committee**  
**November 14, 2019**  
**3:15pm to 4:45pm**  
**VL 216**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Angela D'Amour	x	
Kenneth Kihlstrom		x
Tatiana Nazarenko	x	
Edd Noell	x	
David Vander Laan	x	
Diane Ziliotto		x
Sarah Jirek	x	
Manuela Long	x	

**Meeting start: 3:15 pm**

**1. Prayer**

David Vander Laan led us in prayer.

**2. Approval of PRC Minutes October 24, 2019**

Minutes have been unanimously approved.

**3. Records**

- Math and Computer Science will only submit Math annual report
- External Reviewer for Library is Kevin Mulroy from Occidental (end of January)

**4. Annual reports evaluation**

Annual report evaluations received: Philosophy, Art and Chemistry

Six-year reports are to be written within 6 weeks after the external reviewer's visit.

**5. The TA external reviewer's site visit: David and Angela**

The PRC received a recap of the external reviewer's visit which went really well. Frank Mihelich gave lots of praise to Westmont's Theatre Arts Department and their faculty and had some great suggestions.

## **6. ML program review update: Sarah and David**

The conference call with the external reviewer Salvador Fernandez went really well. Many interesting and valid questions were raised by the department and external reviewer. The external site visit will take place the second week of January.

## **7. Music program review update: Edd and Diane**

The PRC discussed the six-year Music report whose external reviewer is NASM.

## **8. Meeting with the Math and Computer Science department: David and Tatiana**

The meeting with the Math and Computer Science department about the upcoming six-year-report was very fruitful. The department now has a better understanding of what is expected in writing the report.

## **9. Meeting with the Chemistry department: Tatiana and ?**

Tatiana will meet with the Chemistry department on November 20 to help them write the six-year report. Options of which member of the PRC to join the meeting were explored.

## **10. Other business**

- Recap of Portfolium procedures for annual report evaluations
- Manuela to send Music team worksheet to Edd and Diane
- Manuela to send annual assessment rubric report with scores and comments to PRC members
- T. Nazarenko's last day on campus: November 29

**Meeting adjourned: 4:10pm**