

**Minutes**  
**Program Review Committee**  
**September 13, 2018**  
**10:00am – 11:03am**  
**Montecito Room**

Committee Member	Present	Excused
Tatiana Nazarenko	x	
Angela D'Amour	x	
Chris Call	x	
Ken Kihlstrom	x	
Rick Pointer	x	
David Vander Laan		x
Tim Wilson	x	
Diane Ziliotto	x	

10am start of meeting.

Prayer by Tatiana Nazarenko

**Approval of PRC Minutes.** From 04.18.2018, minutes were corrected to read that “Tom Knecht appoint someone to take Marty Asher’s place.” Minutes unanimously approved.

**Election of chair.** Tatiana Nazarenko was unanimously elected chair of the Program Review Committee.

**Website.** Tatiana showed the committee the new look of the Educational Effectiveness website and pointed out places where some of the committee’s documents and templates are located.

**Evaluation of Annual Reports.** Tatiana reviewed with the committee the process for evaluating the Annual Reports and briefly showed LiveText to the committee members. Timeline for reports: ideally have all reports scored and responses to department by the end of the semester. Tatiana recommended reading and scoring reports during September and October.

**Six Year Reports.** There are four six-year reports that will be evaluated this year. Political Science will submit their report in January. Tatiana outlined the process for the benefit of

new members of PRC. We will follow the same procedures as we did last year. Each member received a copy of the Program Review Handbook 2018, which contains all of the relevant information, instructions, and forms found on the Educational Effectiveness website.

**Six-Year Report Submission Date.** The committee had a discussion about the Registrar's Office and the current submission date for Six-Year Reports. The start of the year brings a heavy workload to the Registrar's Office and it is very difficult for them to generate the demographic data reports required for Six-Year Reports in a timely fashion. Tim Wilson moved that the submission date for Six-Year Reports be moved to September 20. Ken Kihlstrom seconded the motion and it was approved unanimously.

Next meeting scheduled for October.

**Meeting adjourned at 11:03am.**