

**MINUTES**  
**Program Review Committee**  
**Date: 9/18/24**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Doug Fontes	x	
Anna Jordan	x	
Tim Loomer	x	
Carolyn Mitten	x	
Tatiana Nazarenko	x	
Diane Ziliotto	x	

**Meeting started:**

**1. Prayer**

- Tatiana led us in prayer.

**2. Approval of PRC Minutes**

- Minutes were approved unanimously.

**3. Duties of the PRC**

- Tatiana reviewed the duties of the PRC and distributed the faculty handbook description.

**4. Committee Chair Election**

- Tatiana was elected as chair unanimously.

**5. Records**

- Tatiana and Kim asked for a Student Life representative, but they declined. Nursing submitting a report for the first time this year. This resulted in a greater number of reviews for committee members this year.

## **6. Six/Seven Year Reports**

- Tatiana gave an overview of reports required this year and committee member assignments. The program review handbook was distributed and team leader roles were reviewed. She reviewed six/seven-year rubric and process of reviewing with focus on identifying actions to improve the program. The committee also reviewed resources available on the PRC website and role of the external reviewer.

## **7. E&B's Request**

- Committee reviewed E&B's request for extension on the seven-year report. Committee participated in blind vote (minus the chair, Tatiana) on providing an extension and decided by four to one vote not to provide extension.

## **8. Annual Assessment Update Reports**

- Tatiana reviewed template for the annual report response and requirements for uploading the final on archives. Tatiana walked new committee members through an example of using the annual report rubric with two different kinds of annual reports..

## **9. Other Business**

- No other business.

**Meeting adjourned: 4:40pm.**