

MINUTES

Program Review Committee

Date: 1/24/23

Committee Member	Present	Absent
Angela D'Amour, Dean of Student Engagement	x	
Bob Haring-Kaye, Professor of Physics	x	
Tim Loomer, Assistant VP of Institutional Research, Planning and Implementation	x	
Sandra Richter, Professor of Religious Studies	x	
Carolyn Mitten, Assistant Professor of Education	x	
Tatiana Nazarenko Dean of Curriculum and Educational Effectiveness, PRC Chair	x	
Steve Rogers, Professor of Psychology	x	
Diane Ziliotto, Associate Library Director and Special Collections Librarian, College Archivist	x	
Julian Paley, Recording Secretary, AMS Coordinator and Data Analyst	x	

Meeting started: 3:32

1. Prayer

Tatiana Nazarenko opened us up in prayer.

2. Minutes of December 6, 2023.

Minutes were approved unanimously.

3. Status of the team reports: Steve, Bob, Carolyn, and Sandy

- a. Steve Rogers is working on the report and will have it done by the end of this week.
- b. Bob Haring-Kaye has submitted his report to the department and received a positive response from the chair.
- c. Carolyn Mitten just sent out the final draft of her report.
- d. Sandy Richter and Angela D'Amour are almost done with the Art report.

4. Meetings with academic departments undergoing the program review this academic year

All program review meetings with academic departments will take place in March 2024.

5. Records and follow-ups

- a. The Athletic department is the only department which has not submitted their report yet.
- b. Diane Ziliotto and Carolyn Mitten will complete reviewing the Economics and Business report submitted before the Christmas break by the end of the month.

6. Administrative assistant training: Julian

Julian Paley held an administrative meeting this morning to discuss password protect PDF. He also went over what needs to be updated on program review page and gave all academic assistants a deadline of April 1st to have their website up to date. The password for all documents under program review section is Westmont1234.

7. Modified version of the Alumni Survey (on the PRC-2023-24 Google Drive)

Blake Kent made modifications to the Alumni Survey. The program review committee went over half of the survey this meeting and will go over the rest of the survey in the next meeting. Some changes made by Blake were approved and will be incorporated in the Alumni Survey template.

8. Other Business

None.

Meeting adjourned: 4:41 pm