

MINUTES
Program Review Committee
September 12, 2019
3:15pm to 4:45pm
VL 216 Room

Committee Member	Present	Absent
Angela D'Amour		x
Tatiana Nazarenko	x	
Edd Noell	x	
David Vander Laan	x	
Diane Ziliotto		x
Sarah Jirek	x	
Chris Call		x
Manuela Long	x	

Meeting start: 3:15 pm

1. Prayer

Tatiana Nazarenko led us in prayer.

2. Approval of PRC Minutes April 25, 2019

Minutes were unanimously approved with one correction.

3. Electing the Committee Chair

The committee elected Tatiana Nazarenko as Committee Chair.

4. Extension requests

The Library asked for a report submission extension until the end of October because of Diane's inquiry. Departments of English and Chemistry asked for an extension because their Written Communication data is still being processed. The extensions were granted.

5. Tracks of Work: Program Review Teams; Site visits; Trello; and Annual reports

- New members need to submit a brief bio for the PRC Westmont website

- A brief overview of the role of the PRC was given
- Fall 2019 Review handbooks were handed out
- PRC members will be divided into teams to review six-year reports
- Four departments will be submitting six-year-reports this year: Music, Language, Library, and Theatre Arts
- Members will receive examples of previous reports as well as responses/evaluation to help with their work in this committee.
- Introduction to the project management tool Trello
- Review of the Program Review Team's Report Template and the process of writing responses to annual and six-year reports

6. Action Plans on Program Review Sites

The PRC was in favor of posting Action Plans on the web site.

7. Program Review Fair

The committee discussed the possibility of holding a Program Review Fair similar to the Student Research Symposium.

8. Meeting with Chemistry, Math and CS departments

The PRC made plans to meet with the departments who will be submitting six-year reports.

Meeting adjourned: 4:35 pm