

MINUTES
Program Review Committee
September 26, 2019
3:15pm to 4:45pm
Montecito Room

Committee Member	Present	Absent
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

Edd Noell led us in prayer.

2. Approval of the PRC Minutes of September 12, 2019

Minutes were unanimously approved. It was also noted that Chris Call asked to be removed from the PRC since he is retiring. Members have created Trello accounts, Tatiana to add members to their teams.

3. Records

- Chemistry and English received an extension to submit the annual report as well as Library for their six-year report.
- It was unanimously approved that Modern Languages won't be granted an extension.

4. Templates of responses to annual and six-year reports

- Templates were shown and discussed.
- Bullet points for each criterion should be provided by reviewers.

- Worksheets for six-year reports will be sent.

5. Evaluating annual reports in Portfolium

The committee discussed the processes of submitting annual report scores on Portfolium and writing annual reports based on key questions.

6. Scheduling

The committee planned to reschedule the November meeting for the 24th.

Meeting adjourned: 4:12 pm