

Program Review REVIEW Committee
Draft Minutes 3-16-09
CMC 101
8-9:00 a.m.

In Attendance: Greg Brown, Glenda Case, Greg Gilbert, Cathy Itnyre, Joe Olson

- I. Approval of the Agenda for March 16, 2009 by consensus
- II. Approval of the Minutes for March 10, 2009 by consensus
- III. Reviewed of four emailed documents
 - a. Greg Gilbert will use the suggested edits to provide clearly delineated draft documents at the next meeting
- IV. Revised PR Forms
 - a. Greg Gilbert will prepare draft versions for the next meeting: SWOT and Work Plan forms as well as narrative formats for Progress Update, Advisory Minutes, and Executive Summary
 - b. Greg Gilbert will have a taxonomy of program reviews and a checklist of required elements for the next meeting
 - c. Cathy Itnyre will contact Laura Hall and make certain that all program reviews on the CMC website represent the most current iterations
- V. Data
 - a. Greg Brown discussed his intention that PR forms and data will be included in Datatel and that data extraction will be decentralized
 - b. Cathy Itnyre suggested that the Research Committee create a pamphlet (several pages only) that provides guidance with research and PR processes. Her suggested title: "How to Work With Data in Program Review."
 - c. Greg Gilbert suggested a flex activity involving data retrieval and interpretation
 - d. Greg Brown reiterated Doug Morrison's admonition that data is not research
- VI. PR Agenda and Calendar for AY 09/10
 - a. All agreed that the committee would provide an audit and needs assessment of all CMC PRs for a college-wide review day on August 14
 - b. All agreed that we should roll over present reviews to the next AY so that we can move to a well coordinated, data driven annual cycle
 - c. All agreed that the committee would offer the college a streamlined process and "peer" review that assists programs while remaining sensitive to boundaries of PR ownership
- VII. The next agenda will involve a review of forms, calendars, and a PR checklist. Reviews will be distributed evenly among members and returned to the next meeting for a needs discussion.
- VIII. Adjournment at 9:00 a.m.