



## Program Review Committee

November 4, 2022

11:30 a.m. - 12:30 p.m.

Zoom

### MINUTES

- I. **Call to Order - 11:30 a.m.**
- II. **Approval of Agenda - Motion to approve by Sheena, seconded by Anita**
- III. **Approval of Minutes - Motion to approve by Christine, seconded by Dr. Fowler**
- IV. **Scorecard and updates**
  - A. **Scorecard - Two programs (Business Administration and Math) have completed their self-study reports and are preparing for their hearings. Three programs (Env. Science, Geographic Tech, and Law Advocate) have scheduled meetings with Dianna for help with their self-study. Dr. Ehteshami will follow up with Dr. Rags for Advanced Manufacturing. Dianna will follow up with Hotel/Restaurant Admin and Animal Science to offer help with the self-study.**
  - B. **Data to be added to templates by Staff/Administration - Sheena Begay's office added enrollment data to all self-study templates. Data from HR, Finance, and Career Services is missing. Dianna had reminded those organizations 3 weeks ago and offered her help, and will follow up again.**
  - C. **Next actions - The deadline for completing self-study reports is the Friday of Spring Convocation.**

**V. Planning for Hearings**

- A. Dates (Feb. 8-9) - Hearings are scheduled for Wednesday February 8 and Thursday February 9 from 9 AM - 12:00 PM. Please add these dates to your calendar.** Anita shared that there had been prior discussion to change the hearing dates to a Thursday and Friday; however, the AY22-23 Program Review Guide has already been published with the timeline. The committee agreed to keep the dates as is, and change the hearings to Thursday and Friday next academic year.
- B. Availability - The committee will need to be available to attend the hearings on February 8 and 9, 9 AM - 12 PM. Faculty, please plan to schedule a class cancellation or an alternative project for your students on those two mornings, and state it on your Syllabus.**

**VI. Next Meeting Date - First Friday of Convocation**

**VII. Other Items:** Dr. Fowler had reminded the committee at the last meeting of our need to address continuous improvement, as we are now in the fifth year of the five-year review cycle. Dianna asked that we table the discussion until Dr. Wheeler begins as co-chair in the Spring; the committee agreed.

**VIII. Adjournment - Adjourned at 11:45 AM.**

**Attendees:**

Dr. Becenti  
Dean Henry  
Dr. Fowler  
Sheena Begay  
Christine Reidhead  
Dr. Ehteshami  
Anita Roastingear  
Chris Storer  
Dr. Dekelaita-Mullet