

**Program Review Committee
Navajo Tech**

Minutes

Attendees: Sheena Begay, Twilia Chavez, Franklin Elliott, Wanda Jimmie, Daniel McLaughlin (co-chair), Ragavanantham Shanmugam, Tsosie Schneider,	Date: Fri Aug 20 2021 Start: 11:00 am End: 11:40 am
Agenda items & notes	Action & persons responsible
I. Approval of the agenda	
Approved by consensus.	
II. Previous minutes	
Not applicable.	
III. Reports	
A. New PRC members introduced themselves.	
IV. Old business	
None.	
V. New business	
<p>A. PRC Guide 2022. Members reviewed updated draft on first look basis. Will be included as action item at next PRC meeting</p> <p>B. PRC Google Drive folder. Was reviewed, including initial set up of PR files for each Self-Study Team.</p> <p>C. Orientation schedule. Initial draft posted in PR Google Drive was reviewed. PRC should strive to make available accurate program data to PRC members and Self-Study Teams.</p> <p>D. Future meeting logistics:</p> <ol style="list-style-type: none"> 1. Regular PRC meetings will be held on Fridays, 11-noon, in SUB 231 and via Zoom ID 890 1559 5908 (wrong number was sent out for this meeting - sorry!) 2. Minutes will be developed in timely fashion and archived on PRC website. 3. Meeting norms (developed by those present; will be affirmed at next full meeting of the PRC): <ol style="list-style-type: none"> a. Meetings will start on time and end early. b. Be considerate of others' comments c. Attend! Participate! Contribute! d. Be here, not elsewhere. e. Come prepared. f. Turn off your phone. 	<p>Review PR Guide draft; to be finalized at next meeting: all PRC members</p> <p>Review Orientation schedule draft; to be finalized at next meeting: all PRC members</p> <p>Notify SST's of Orientation date: PRC co-chairs</p> <p>Review and finalize at next PRC meeting: all PRC members</p>
VI. Announcements	
None.	
Next meeting Fri Sep 3 • 11-noon • SUB 231 & Zoom ID 890 1559 5908	