# Program Review Committee
## Navajo Tech

### Minutes

**Attendees:** Twilia Chavez, Henry Fowler, Tilda Harrison-Woody, Daniel McLaughlin (co-chair), Sharon Nelson, Anita Roastingear, Ragavanantham Shanmugam (co-chair), & Chris Storer  
**Absent:** Sheena Begay, Franklin Elliott, & Brenda Tom  
**Date:** Fri Feb 4 2021  
**Start:** 11:00 am  
**End:** 11:40 pm  
*The meeting was held via Zoom: 890 1559 5908.*

<table>
<thead>
<tr>
<th>Agenda items &amp; notes</th>
<th>Action &amp; persons responsible</th>
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<tbody>
<tr>
<td>I. Approval of the agenda</td>
<td>Approved by consensus.</td>
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<td>II. Previous minutes</td>
<td>Approved by consensus.</td>
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<td>III. Reports</td>
<td>None</td>
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<td>IV. Old business</td>
<td>None.</td>
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<td>V. New business</td>
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1. **Zoom recordings of presentations.** Are partially complete only. One presentation (at least) did not get recorded.  
2. **Follow-up survey.** Shall we send out a short, simple survey to SST teams who recently presented Program Reviews? Questions would include: How useful was PR (on a scale of 1-10)? What worked well for your team? What opportunities exist for improvement? All agreed that we should do this.  
3. **Summary Report draft:**  
   a. **SST self-assessment:** this was sent to all SST’s in January. No one completed it. Shall we retain this section?  
   b. **SST presentation notes:** some have been rec’d; others have not prepared them yet.  
   c. **OFI's analysis - first take jam session.** Members reviewed last year’s recommendations, which included carry-over recommendations from years prior. All agreed to schedule a Jam Session to outline OFI’s on the basis final notes from SST presentations. | Follow-up as needed: co-chairs.  
Ask Sheena to develop, distribute, and gather data from a follow-up survey to SST’s: co-chairs.  
Organize Special Meeting Jam session for outlining OFI’s for final report: co-chairs |
| VI. Announcements | None |

**SPECIAL MEETING (PR Summary Report Jam Session)**  
**Wed Feb 23 • 3:00-4:00 • Zoom ID 890 1559 5908**

**Regularly Scheduled Meetings**  
**Mar 4, Apr 1, May 6 (first Friday of each month)**  
**11:30-12:30 via Zoom ID 890 1559 5908**