

Program Review Committee Meeting

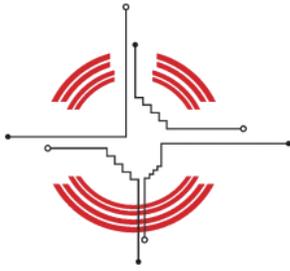
May 2, 2025

11:30 - 12:15 p.m.

Zoom

Minutes

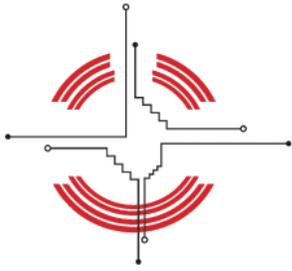
- I. Call to Order - 11:31 a.m
- II. Attendance - [see below](#)
- III. Approval of Agenda - Sharon motioned to approve, Anita seconded
- IV. Approval of Minutes - Dr. Wheeler motioned to approve, Sharon seconded
- V. Revision of the AY25 Summary Report - Following the approval of the university's strategic plan, the AY25 Summary Report was revised to better align with institutional goals. The updated report includes new elements such as linking program recommendations to the strategic plan, asking programs to revise advising checklists to address recurring advising challenges, and initiating the development of an assessment framework for non-instructional departments. The committee approved the revised document. Dr. Wheeler remarked that the call to revise checklists is a positive step and noted the need to collaborate with the new registrar to ensure its effectiveness; Prince confirmed he would follow up on that. Sharon added that it is important to help other departments involved in program review understand their role in the process.
- VI. Faculty Engagement Activity: Building Awareness of Program Review at Fall Convocation - Prince emphasized the need to increase faculty awareness and engagement with the program review process. He recommended that the committee develop ideas to support this goal. Dr. Wheeler suggested inviting program teams that completed and



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presented their reviews in previous years to share their experiences with faculty members at the Fall Convocation as a way to promote transparency and encourage participation.

- VII. PRC Chair(s) for 2025-26 update - The Assessment Coordinator will continue to serve as Chair of the Program Review Committee for Academic Year 2025–2026 until a faculty member expresses interest in assuming the role. The committee welcomes and encourages faculty participation in program review leadership moving forward.
- VIII. Other items - Memo to Curriculum Committee, PRC Awards - Prince informed the committee that a memo from the Program Review Committee has been sent to the Curriculum Committee, recommending that faculty revise their degree checklists to front-load general education courses and organize them on a semester-by-semester basis to improve advising and student progression. Regarding the PRC Awards, the committee had initially agreed to recognize five programs that excelled in this year’s program review process. However, due to budget constraints, only three programs will be awarded.
- IX. Adjournment - Adjourned at 11:56 a.m.



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Attendance

- Begay, Sheena
- Begay, Shawna
- Billiman, Lorencita
- Prince Boahene
- Fowler, Henry
- Harrison-Woody, Tilda
- Nelson, Sharon
- Roastingear, Anita
- Storer, Chris
- Tall, Meriem
- Tom, Brenda
- Vellingiri, Anusuya (Excused)
- Wheeler, Jennifer