

Program Review Committee		Tuesday, April 30, 2013	
		12:00 p.m.	
		Building 1, Conference Room	
Chair:	Almeta Woolard		
Vice-chair:	Ben Cole	Secretary:	Millie House
Members Attending:	Ben Cole (Instructor, Electrical/Electronics Engineering) Donna Dunn (Lead Instructor Business Administration) Mike Davis (Lead Instructor, English) Kim Mullis (Lead Instructor, Mathematics) Almeta Woolard (Director of Institutional Effectiveness and Grants) Velma Worsley (Lead Instructor, Cosmetology)		
Members Absent:			
<i>Minutes from Meeting (insert date)</i>			
Agenda Item			
I. Minutes of April 16, 2013 meeting		Presenter:	Almeta Woolard
<ul style="list-style-type: none"> ➤ Discussion Item: Minutes from 4/16/13 were approved by the group. Millie House stated that the February 26 minutes were approved electronically. ➤ Action Taken or Recommendation 			
II. Program Review template		Presenter:	Almeta Woolard
<ul style="list-style-type: none"> ➤ Discussion Item: Almeta Woolard presented and explained the draft Program Review template to be adopted at BCCC. The new Program Review process and template is aligned with the BCCC strategic Planning Process. With minor editorial changes as reflected in the document, Almeta Woolard motioned to approve the template, seconded by Kimberly Mullis. All members were in favor of the motion. ➤ Action Taken or Recommendation: The committee's recommendation will be presented to the SACS Leadership Team. 			
III. Committee charter/purpose		Presenter:	Almeta Woolard
<ul style="list-style-type: none"> ➤ Discussion Item: Almeta Woolard asked the group to review the Program Review Committee Charter and provide feedback. Almeta motioned that we add standard 3.5.1 from Part 2 of Student Learning Outcomes. Motioned seconded by Millie House; all members were in favor of the addition. The group agreed to change b. to read: <i>To meet with Program Review Participants to discuss the process and establish a plan of action.</i> Editorial changes were made to item "d" reflect the intent of the Committee's role in the Review process as follows: <i>To review the program review documents submitted by the academic program areas to ensure consistency and accuracy for continuous quality improvements at the College. Reports will be forwarded to the Vice President of Academics (See revised charter).</i> ➤ Action Taken or Recommendation: Almeta Woolard will revise the documents as recommend by the group and will present at SACS Leadership Team. . 			
IV. Adjournment		Presenter:	
<ul style="list-style-type: none"> ➤ Discussion Item: Almeta will inform the group if there is a need to meet prior to the end of the semester after receiving feedback from the SACS Leadership Team. 			

➤ Action Taken or Recommendation : None	
V.	Presenter:
➤ Discussion Item	
➤ Action Taken or Recommendation	
<i>Other Information</i>	
Next Meeting:	(Insert day, date, and location)