

Program Review Team Minutes  
September 20, 2012  
3:00 p.m.

**Members Present:**

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)

- The meeting was opened and officers were elected. Almeta Woolard was elected Chair, Ben Cole was elected as Vice Chair, and Mille House was elected as Secretary.
- Almeta Woolard distributed information on the purpose of the team and the SACS standards and requirements relevant to the team as defined in Appendix 2: Structure of College Councils, Committees, and Teams.
- Ms. Woolard also distributed printouts of web pages to document where the 2011-2012 program reviews are located on the Institutional Effectiveness web page.
- A brief discussion followed the distribution of information and the next meeting was set to further review the current program review format.
- The next meeting date was slated tentatively for Tuesday October 30, 2102, at 12:00 noon.
- The meeting was adjourned.

Submitted by: Almeta Woolard