

Tuesday, Sept. 2, 2014

Program Review Committee

4:00 p.m.

Building 9 Room 919

Chair:	Sara Singleton		
Vice-chair:	Cynthia King	Secretary:	Zachary Mathews
Members Attending:	Sara Singleton, Cynthia King, Zachary Mathews, Christie Lewis, Millie House, Velma Worsley, Jay Sullivan (Resource)		
Members Absent:	Matthew Lincoln, Crystal Ange (Resource)		

Minutes from Meeting September 2, 2014

Agenda Item

I. Review Committee Purposes

Presenter Sara Singleton

- Discussion Item: Sara read and discussed the Academic Program Review Committee's purposes as set forth by Appendix 2 of the BCCC Policies and Procedures manual. Sara noted the changes in the appendix in particular to the addition of SWOT analysis for each program.
- Action Taken or Recommendation: none

II. Election of Officers

Presenter Sara Singleton

- Discussion Item: Elections were held for Chair, Vice-chair, and Secretary.
- Action Taken or Recommendation: Sara Singleton was elected Chair, Cynthia King was elected Vice-chair, and Zak Mathews was elected Secretary.

III. Review Program Review Process

Presenter Sara Singleton

- Discussion Item: Sara discussed the Program Review schedule with note to the programs entering their program year and the programs entering their review year. The committee reviewed the Program Review schedule and opened dialogue on adjusting the schedule. The need for further training for the Program Review Committee through professional development was suggested. Sara and Jay both discussed different elements of the program review template. Sara brought up the addition of performing a SWOT analysis for each Program Review submitted and the need to decide how we would handle the analysis.
- Action Taken or Recommendation: Professional development opportunities will be explored. In particular, other schools' Program Review Committee's will be contacted as to their own professional development.

IV. Program Review Schedule		Presenter	Sara Singleton
<ul style="list-style-type: none"> ➤ Discussion Item: Sara proposed the idea the committee review and possibly amend the Program Review schedule. Discussion was held as to whether the due dates for the different parts were in the programs best interest and if they could better serve the programs. Orientation dates for the programs would need to be scheduled for mid-September. ➤ Action Taken or Recommendation: The committee members will continue to deliberate on adjusting the schedule and take action at the next meeting. 			
V. Adjournment		Presenter	Sara Singleton
<ul style="list-style-type: none"> ➤ Discussion Item: All documents should be reviewed by the committee members before the next meeting. The next meeting would be scheduled via doodle for the next week. ➤ Action Taken or Recommendation: All members should decide if they have a specialty area with regards to the Program Review template. Also review the terms to decide if any need defining. 			
<i>Other Information</i>			
Next Meeting:	To be determined		