

<b>Academic Program Review Committee</b>		<b>Weds. , October 15, 2014</b>	
		<b>4:00 p.m.</b>	
		<b>Building 10 Board Room</b>	
<b>Chair:</b>	Sara Singleton		
<b>Vice-chair:</b>	Cynthia King	<b>Secretary:</b>	Zachary Mathews
<b>Members Attending:</b>	Sara Singleton, Cynthia King, Zachary Mathews, Millie House, Christie Lewis, Crystal Ange (Resource), Jay Sullivan (Resource)		
<b>Members Absent:</b>	Velma Worsley, Matthew Lincoln		
<b>Other Attendees:</b>	Donna Dunn, Lisa Hill		
<b><i>Minutes from Meeting October 15th, 2014</i></b>			
<b>Agenda Item</b>			
<b>I. Orientation</b>		<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara gave a brief overview of what would be covered in the Academic Program Review Orientation to the two program leads in attendance.</li> </ul>			
<b>II. Purpose and Process of Review</b>		<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara discussed the purpose of the Program Review and the Program Review Committee. She also listed the members of the committee. Sara then proceeded to discuss the program cycles which list which years the programs would be in their Program Year and Review Year. She also talked through the work flow diagram of how the review process would work.</li> </ul>			
<b>III. Program Review Template</b>		<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara introduced the Program Review Template document and then each of the members discussed a different part of the template for which they were the expert. Questions were answered throughout. Crystal discussed the need for the Program Review and the need to continually collect data to ensure strong program reviews. Jay looked at sample data with the group and talked about its role in the review.</li> </ul>			
<b>IV. Program Review Schedule</b>		<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara reviewed the Two-Year Schedule with the group. She noted the recommended due dates for individual sections and highlighted the final due date that the reviews must be submitted to the committee.</li> </ul>			

<b>V. Adjournment</b>		<b>Presenter</b>	Sara Singleton
<p>➤ Discussion Item: The committee stressed that program leads could ask questions of the committee at any point through the review process and that the committee's job was to assist throughout the process.</p>			
<b><i>Other Information</i></b>			
<b>Next Meeting:</b>	To be determined		