

Program Review Committee Meeting Minutes

Tuesday, February 20, 2018

Room 160 of the Thames Learning Resource Center (Building #7) on the City Park Campus

Participants:

Chair: Patricia Ross

Executive Officer: Peter Fos

Ex Officio Members: Brian Auriti, Emily Cospers, Mostofa Sarwar, Harold Gaspard, Patrice Moore, Cheryl Myers, Warren Punecky, Jeanne Samuel, Timothy Stamm

Committee Members: Crystal Andrews, Janet Colletti, Donald Davenport, Michelle DeLima, Diondra DeMolle, Raymond Duplessis, Kathy Favret, Krista Lawrence, Mark McLean, Michael Santos, Edgar Van Avery

Minutes from the November 16, 2017 were approved (motion - Dean Gaspard and Tim Stamm seconded).

The Committee welcomed new members Dr. Mostofa Sarwar and Arlanda Williams.

Academic Deans and Lead Faculty shared Action Plans from 2017 reviews as well as “strengths” in the form of a press release.

The Committee reviewed the 2018 timeline:

<http://www.dcc.edu/departments/policy-office/forms/programreviewprocedures.aspx>

Before the End of Spring Semester:

Program Reviewer and Lead Faculty use their rough draft of the Program Review to work with Career Pathways Coordinator.

September

Program Reviewers meet with assigned Lead Faculty to finalize Program Reviews.

October

Program Reviewers and Lead Faculty submit final Program Review to Deans for approval.

November

Executive Summaries are presented by Program Reviewers to Program Review Committee.

Programs and Disciplines under Review for 2018 were announced.

Next steps: Programs work to ensure uniformity in communicating **Program Outcomes**

<http://www.dcc.edu/academics/business-technology/default.aspx>

Raymond Duplessis brought up a very good point at the end of our meeting on Tuesday. Our committee membership is based on the calendar year (ending at the end of spring semester) and our Program Review Cycle follows an annual calendar (Program Health Index is due in December). Program/Disciplines to be reviewed were announced on Tuesday and we would expect reviewers to begin working with Lead Faculty now, but if those whose term ends in 2018 choose not to continue their membership, those Lead Faculty will need to work with another committee member beginning in August.