



Academic Program Review Committee

Adopted Minutes

September 30, 2019

Room 902 Conference Room

2:30 pm – 4:00 pm

1. Call to order	Coordinator Ferdinanda Florence called the meeting to order at 2:35 p.m.
2. Roll Call	<p>Committee Members: Ferdinanda Florence (Coordinator), Nick Cittadino (Counseling), Curtiss Brown (Health Science), Chris McBride (Liberal Arts), Dmitriy Zhiv (Math & Science)</p> <p>Absent: Kevin Spoelstra (Applied Technology & Business), Vacant Position (Library), Vacant Position (Social & Behavioral Science); Ex Officio: Sandy Lamba (Dean, Social & Behavioral Science)</p>
3. Agenda approval	Nick Cittadino motioned to approve the agenda of September 30, 2019. It was seconded by Chris McBride. The motion passed unanimously.
4. Approval of Minutes	Dmitriy Zhiv motioned to approve the minutes of September 16, 2019, as amended. It was seconded by Nick Cittadino. The motion passed with Curtiss Brown abstaining.
5. Comments from the Public	There were no comments from the public.
6. Program Review Coordinator Update and Discussion/Information Items	
6.1 Coordinator report to the Senate	Coordinator reported to the Senate on September 23, 2019, informing the Senate that she had sent the Superintendent-President Celia Esposito-Noy an Excel spreadsheet of Facilities-related goals from Program Review reports submitted since 2016. The Coordinator noted that the spreadsheet reflects ongoing attempts to “close the loop” on integrated planning, and ensure that faculty members’ work in Program Review is honored and utilized. The Coordinator asked Senate Secretary Erin Duane, who compiles the Senate “Hot Topics” newsletter, to share this information with the college in the next “Hot Topics” email.
6.2 Program Review template and eLumen module	Committee members reviewed the format of the proposed Program Review module in the eLumen test module, and looked through the Word document of the Program Review report template. Committee members agreed to review the document for the next meeting, with attention to areas that might be clarified or streamlined.

6.3 Committee processes; postponement of Accounting report review	Committee members discussed procedures, processes, and expectations for reviewing reports received from Program faculty. Coordinator noted, in reference to the Accounting Program Review report that had been originally assigned to Nick Cittadino and Terri Pearson, that reports will be easier to understand and review when the template itself is clearer and simplified, with redundancies and prompts for extraneous information removed. As Curtiss Brown has replaced Terri Pearson on the committee as Health Sciences representative, he was asked by the Coordinator to review the Accounting Report for the next meeting.
7. Action Items	Vote on Goals & Objectives for 2019-2020: Dmitriy Zhiv motioned to approve the Goals & Objectives for 2019-2020. It was seconded by Chris McBride. The motion passed unanimously.
8. Upcoming Items	8.1 Refine PR Template 8.2 Review of Program Review report (Accounting)
9. Adjournment	Dmitriy Zhiv called the meeting to adjourn. It was seconded by Chris McBride. The meeting adjourned at 3:45 p.m.

ALL MEETINGS WILL BE HELD FROM 2:30 AM-4:00 PM IN ROOM 902 UNLESS OTHERWISE NOTED

- October 14, 2019
- October 28, 2019
- November 25, 2019
- December 9, 2019