

**MINUTES**  
**Program Review Committee**  
**Date: 11.16.22**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Angela D'Amour	X	
Michelle Hughes	X	
Bob Haring-Kaye	X	
Tim Loomer	X	
Jana Mayfield Mullen	X	
Tatiana Nazarenko	X	
Sandra Richter	X	
Steve Rogers	X	

**Meeting started: 9:18am**

1. Prayer

Bob Haring-Kaye led the committee in prayer.

2. Minutes from September 21, 2022 meeting

Approved without corrections.

3. Records

Reviewed list of annual reports that have been submitted and those that we are still waiting on. Most departments have submitted reports. Some reports (such as those from Athletics, Econ & Business, and Music) will likely be submitted in the spring.

#### 4. Annual report evaluation and responses

There are a few submitted reports (such as those from Physics, Library, and Kinesiology) that still need to be reviewed this semester. Almost all reports that have been submitted were already reviewed and memos were sent to the corresponding departments.

#### 5. Six-year reports and site visits

Biology (Steve and Bob): Departmental six-year report was strong. The site visit with Lee Kats went well. Lee is preparing his report and Steve and Bob are collaborating on their contributions to the report.

Communication Studies: (Sandy and Michelle): Departmental six-year report was very good. Site visit with Courtney Davis went well. Institutional issues with GE requirements were addressed. The visit was a great educational experience which illuminated aspects of this department as well as the College as a whole. Some streamlining and updating of the writing GE requirement may ultimately result. The culminating site-visit report is in preparation.

English (Michelle and Sandy): Good data were collected but the report was incomplete. Site visit with Laurie Hatch went well. The most important conclusion from the visit was that student writing skills need to be improved in general. Many exceptions for taking first-year English composition contribute to the problem. Perhaps more (if not all) first-year students could take ENG-002. Since the departmental report was incomplete, they will be asked to resubmit next year.

The quality of this six-year report led to a discussion among the PRC members about the possibility of providing training to department chairs to support the preparation of six-year reports. The PRC will address this idea (and other ways to support departments) next semester. Tim proposed that departments submit components of the six-year report (such as alumni survey data) on a sequenced schedule to encourage a timely, complete, and high-quality submission.

#### 6. New policy relevant to seven-year report submissions

The PRC members reviewed a draft letter to departments regarding a new policy that would require edits to and a resubmission of the seven-year report if it doesn't meet the standards established by the PRC. We wordsmithed the document until it was satisfactory to all. The new policy was unanimously approved.

#### 7. A letter to departments working on six-year reports

We reviewed a draft letter to the English department regarding their six-year report and the need to improve the report and resubmit next year. The decision to rewrite and resubmit the report is supported by the Provost. Minor revisions were made to the letter. The revised report must be submitted by June 15, 2023 and will be evaluated by the entire PRC early in the Fall 2023 semester.

8. Other business

None

**Meeting adjourned: 10:38am**