

**MINUTES**  
**Program Review Committee**  
**January 10th, 2019**  
**10:00am to 11:30pm**  
**Montecito Room**

<b>Committee Member</b>	<b>Present</b>	<b>Excused</b>
Angela D'Amour	x	
Kenneth Kihlstrom	x	
Tatiana Nazarenko	x	
Rick Pointer	x	
David Vander Laan	x	
Tim Wilson	x	
Diane Ziliotto	x	
Chris Call	x	
Manuela Long	X	

**Meeting started at 10:00 am**

**1. Prayer**

Tatiana Nazarenko

**2. Approval of PRC Minutes of November 8th**

Nov. 8th 2018 minutes were approved unanimously.

**3. Records**

The Committee has submitted responses to all annual departmental reports but the Computer Science and Math reports, which were filed only in November.

#### **4. Responses to annual reports and best annual reports**

After some discussion, the best annual and six-year reports were named:

##### Best Annual reports:

- English
- Religious Studies
- Education
- Theatre

##### Best six-year reports:

- Psychology
- History

At the faculty meeting in March or April, Tatiana will present best annual reports, while Diane will say several words about the quality of six-year reports.

#### **5. Responses to six-year program reviews:**

##### Psychology: **Ken** (team leader), **Tim**, **Angela**

The external reviewer, Dr. Nancy Dess, reviewed the Psychology program six years ago. Having the same external reviewer was helpful because she had a good understanding of the department's strengths and challenges during her second visit. According to the program review team members, Nancy was a solid and experienced reviewer and a pleasure to work with. Moreover, she graciously donated half of her honorarium to the department to support students' activities. The team noted that the departmental report addressed some issues mentioned in the previous PRC's response but did not always tie their assessment work to previous recommendations, which may be explained by the fact that the department hired two new members in the past six years, including the current department chair.

Ken noted that it was helpful for him to use E&B team's report prepared by Rick last spring as a template for the Psychology report preparation. The Committee may consider using Rock's template for program review team's report in the future.

##### History: **Diane** (team leader), **David**

The external reviewer Dr. Rick Kennedy was highly qualified and experienced; he is expected to provide good recommendations regarding future staffing, marketing, and other relevant issues. He also has a high regard for the History program at Westmont.

It was suggested that team leaders should provide better oral and written guidance to the external reviewers and clearly communicate their expectations about reviewers' contribution to the report. It may be helpful to identify which categories reviewers should cover. It was also suggested that the entire team report should be 10 pages long with six or eight pages written by an external reviewer. In the spring, the committee needs to revise the External Reviewer Summary Sheet and create a template for team reports.

Physics: **Rick** (team leader), **Diane**

The external reviewer, Dr. Michelle Chen, came from PLNU. She has both, a Physics and an Engineering background, which was helpful; however, the PLNU's Physics program is not stronger than Westmont's Physics Department and therefore, Michelle might not be able to give practical advice to the program. It may be beneficial to invite external reviewers from strong programs so that they can offer good recommendations and suggest best practices for programs under review. Generally, the external reviewer's site visit was successful; challenges and opportunities of the Physics and new Engineering program were discussed.

#### **6. Forthcoming Political Science program review site-visit: David** (team leader), **Tim, Angela**

The Committee discussed some concerns and critical issues identified in the report, as well as the logistics of Dr. Robert Williams's visit. The program review team will meet with Dr. Williams during his site visit, answer his questions, and help him better understand Westmont and the department. The team will have the conference call with Dr. Williams prior to his visit. Tatiana will work with the department chair on constructing the site visit schedule and sharing it with the team.

The committee reviewed briefly how and when to use the External Reviewer Summary Sheet.

#### **7. Other Business**

No other business has been brought up.

**Meeting Adjourned at 10:53 am**

Submitted by Manuela Long