

Program Review Panel Meeting

Minutes

Date: October 10, 2016

Time: 2:30-3:45pm

Location: WH D-442

Attendees: Mark Carrier, Janna Bersi, Serban Raianu, John Wilkins, Christopher Monty, Fynnwin Prager, Claudia Peyton, Judith Steven, Heather Vega

Minutes by: Heather Vega

1. Call to Order
2. Approval of Agenda
 - a) Agenda approved.
3. Approval of Minutes (September 26, 2016)
 - a) Chris stated he needed to make some changes to the minutes and would bring them back to the panel for review and approval at the next meeting.
4. PRP Tracking Updates
 - a) Philosophy department completed their response and is now pending the Dean Commentary.
 - b) Physics – Chris was told by Dean Lapolt that his commentary would be completed the second week of October.
 - c) Geology, Geography and Sociology – waiting to hear as to when summary meetings will be held. Provost Hay has been reached out to for his availability.
5. Campus Labs
 - a) Chris will be scheduling an appointment with Campus Labs reps to discuss access and training.
 - b) We will be using Blackboard more than Campus Labs this year. All ongoing reviews will still post to Blackboard.
 - c) Chris asked if there should be one video tutorial for all users or different ones for different types of users. Janna Bersi suggested one short overview video and other videos for more specialized modules.
 - d) Priorities: Get panel members access and training; and make the new version more user-friendly.
6. Approval of Revised Program Review Guide
 - a) The panel agreed on numerous changes to the guide in order to improve clarity about the program review process and procedures on campus. The Program Review Guide will soon reflect these new changes recommended by the panel.

7. Review of Assignments

- a) Chris will send panel members an email reminding them to send their assignments from the last meeting to him and Heather Vega.

8. Adjournment

- a) Meeting was adjourned at 3:37pm.