Program Review Committee
Meeting
Thursday, April 20, 2006
PCR
2:00 – 3:00 p.m.

Minutes

Attending: I. Chung, C. Froloff, F. Leonard

I. Adapt Annual program review instrument for Administrative Services & President’s Office
   A. Part I – Student Success, add Student/Client Satisfaction in place of Student Learning Outcomes.
   In grid below: Develop Office Outcomes in place of Student Learning Outcomes.
   B. Part III – Marketing – add in parentheses (If Applicable)
   C. Section Two – Unit Plan – College goals and annual objectives will come out of Leadership Retreat planned for May 19th.
   Please distinguish between goals and objectives
   Again add “if applicable”
   Grid: Findings/Student Survey results or data
       Point of Contact/Survey of Clients
   Campus Client Survey
   For Student Success section, add the following: Continue to develop office outcomes & was the assessment of office outcomes effective? If not, what are the plans to improve them?
   Marketing (if applicable)
   Add Department Budget Worksheet & Request for Additional Funds Worksheet

II. Plan to work on Student Services annual program review instrument at May 11th meeting. Invite Student Services personnel to assist in adapting the form to meet their needs.

III. Adjournment.

Respectfully submitted by Cathy Froloff