Attendees: Cathy Froloff, Fran Leonard, Ed Pai

I. Consensus was to set up a second meeting on Wednesday, September 13, 2006 at 1:00 p.m. for Ed to give data presentation to the chairs that weren’t able to attend yesterday’s workshop. Invitation would also be sent to the other academic chairs offering to help answer any questions about the data presented previously and help them complete program review by September 22, 2006.

II. Student & Administrative Services workshop
   A. Consensus was arrived that this workshop would focus on having the participants review their unit plans from last year and address them.
      • Data would be secondary as we’re not sure of outcome measures and if we have systems to collect them.
      • Introduce Key Performance Indicators and help them develop data collection tools for the following program review cycle. Also ask what data do you have and how can we help you to collect and develop it.
   B. Committee reviewed Key performance Indicators for Student Services and Administrative Services that C. Froloff obtained from a Program Review Conference she and Ed Pai attended in May 2006.
      • Consensus was that the Key Performance Indicators would serve as a starting point for developing outcome measures for Student Services and Administrative Services.
      • Discuss and set up meeting with Paul Stansbury & John Oster to discuss possibility of using these Key Performance Indicators.

Respectfully submitted
Cathy Froloff