

For distribution to members of the PR Steering Committee

Notes from Program Review Committee meeting of 2 October 2015

Co-chairs present: M Hinkes, D Miyoshi, E Tyree
11 AM to 1230 PM, SB216 computer lab

(During Fall 2015, the 4 scheduled program review committee meetings are devoted to training)

Twenty-two people attended, 10 lead writers and 12 liaisons; we have the sign-in sheet. Participants introduced themselves, and some lead writers got to meet their liaison, and vice versa.

G Davis helped people sign on to Taskstream.

Hinkes reviewed the purpose of program review and the role of liaisons. She suggested liaisons make contact with their lead writers to establish the relationship.

Hinkes walked the group through the sample Hula Hoops program review, demonstrating typical content for each section.

Bri Hays gave a presentation on use of the student KPI data and how to look for disproportionate impact. She reminded participants that the interpretation is contextual for a program. She provided useful references for data comparison and for designing ways to improve the student experience in a program.

Hinkes demonstrated the review process, and hard copies of the review pages were distributed.

The next training session is November 6.