

MINUTES
Program Review Committee
Date: 04.12.2023

| Committee Member | Present | Absent |
|-------------------------|----------------|---------------|
| Angela D'Amour | x | |
| Michelle Hughes | x | |
| Bob Haring-Kaye | x | |
| Tim Loomer | x | |
| Jana Mayfield Mullen | x | |
| Tatiana Nazarenko | x | |
| Sandra Richter | x | |
| Steve Rogers | x | |

Meeting started at 3:30 pm:

1. The meeting was opened with a prayer.
2. Minutes of March 8 were approved.
3. The PRC decided to award the Departments of Communication Studies and Biology with Excellence in Program Review Awards. Each department will receive \$250 award from the Office of Educational Effectiveness. Additionally, Jaron Burdick will create Excellence in Program Review Certificates and pass them to Sandy.
4. The following departments/programs will receive Excellence in Annual Report Certificates at the April faculty meeting:

Physics
Library
Religious Studies
Psychology

General Education.

Jaron Burdick will prepare Certificates of Excellence and pass them to Steve and Bob, who will present them to the respective departments.

5. The Department of Psychology requested an extension for their six-year report submission. The rationale: the department checked their records and found out that the last six-year report was submitted in Fall 2018. The department believed that their seven-year report should be submitted in Fall 2025, and not in Fall 2024 as it is stated in the report submission schedule. The extension was not granted by the committee. Tatiana will send a clarifying message to the Chair of the Psychology Department.

6. The PRC completed the revisions of the PRC Handbook.

7. Other business. Tatiana thanked all members of the PRC for their excellent work and commitment to program quality and student learning. Special thanks went to the Michelle Hughes and Sandy Richter, who will not return to the PRC next academic year.

Meeting adjourned at 5 pm.