Notes from PARC Meeting  
Program Assessment and Review Committee  
October 22, 2009  
Sage Hall 2030  
1 p.m. to 2 p.m.

Mike Riley(BUS/ECON)  Nelle Moffett(IR)  Marie Francois(HIST/CS)  
Steve Lefevre (APP) Peter Smith(COMP)  Ed Nuhfer (FD)  
Kathy Musashi (APP)  Greg Wood(PHYS)   Betsy Quintero(ECS)  
Harley Baker(PSY)  

Absent:  Simone Aloisio (CHEM)  Scott Frisch(POLS)  
Liz King(ART)  Stephen Clark(SPAN)  Nancy Mozingo(BIOL)  
Tina Itkonen(EDU) Jesse Elliot(MATH)  Luda Popenhagen(PA)  
Jaye Smith(BUS)  Don Rodriguez (ESRM)  Brad Monsma(ENGL)  
Karen Jensen(NRS) Alex McNeill(LS)  Dennis Downey(SOC)  

1. **Notes.** Steve Lefevre reviewed the notes from the last meeting. A correction was made to item 2, Assessment, adding that the first step in the process is to make sure the Outcomes are assessable (Nelle Moffett).

2. **Program Review Calendar.** Steve Lefevre handed out the summary Program Review Calendar for the site visits. They begin in November and run through December. He reviewed the selection process and thanked Kathy for her work on tracking the candidates.

3. **Program Review Overview and Program Review Template.** Steve handed out the Overview for External Reviewers and Rubric. As agreed at the last meeting, slight revisions were made modifying the form. Additional changes were made to the form, separating many of the focus questions. Kathy and Steve will ensure incorporation into the form. The newly revised form will be used in the next program review process as the current candidates already have an earlier draft to work from.

It was suggested that we ask the External Reviewers for their comments on our process. Kathy advised the committee that during regular conversations with them, they had been asked to comment on our process as their visits proceed.