I. Call to Order & Roll Call
   Committee Chairman, John Hannigan called the meeting to order at 2:30.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Location</th>
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<tbody>
<tr>
<td>Hannigan, John, Faculty</td>
<td>Program Review Chair and Comm. Studies Chair</td>
<td>P</td>
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<tr>
<td>Hanton, Tanya, Classified</td>
<td>Sr. Administrative Asst. and Program Review Recorder</td>
<td>P</td>
</tr>
<tr>
<td>Bond, Inge, Administrator,</td>
<td>Director of Research, Planning, and Institutional Effectiveness</td>
<td>P</td>
</tr>
<tr>
<td>Kashima, Stephanie,</td>
<td>Administrator, Dean of Instruction and Student Success</td>
<td>P</td>
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<tr>
<td>Davis, Heidi, Faculty,</td>
<td>PE</td>
<td>P</td>
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<tr>
<td>Flynn, Paula, Classified</td>
<td>Language Arts SOC</td>
<td>P</td>
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<tr>
<td>McGinley, LeAnn, Faculty,</td>
<td>Assessment Coordinator</td>
<td>P</td>
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II. Order of the Agenda
   No changes.

III. Approve Minutes
   The meeting summaries for February 19 and March 5, 2013 were approved with one correction to the March 5 summary.

IV. Comments from Guests
   No comments.

V. Review Instrument Status
   John presented the new PDF form to the committee and tested the buttons and text boxes. Inge made notes of minor glitches and changes that were found. The link to the self-study forms will be part of a college-wide e-mail rather than an e-mail sent only to the contacts for each department thus inviting and encouraging collaboration.

   The committee discussed aligning the PLO/SLO assessments with the Program Review process, but the timing is off this year. The committee will review the possibility for next year, but it might be too complicated to try to mesh the PLO/SLO and Program Review
Cycles.

Concern was also voiced about whether or not the budget process just distributed by the WVC Finance Department will be fully integrated with the Program Review process. John Hannigan will take the matter to College Council for discussion.

The non-instructional instruments were also reviewed and only need minor formatting changes.

VI. Review Intention Documents
LeAnn reviewed the intention documents for the three categories: instructional, non-instructional (student-focused with SLOs), and administrative (services not aimed at serving students). Minor changes were made to all three.

LeAnn asked the committee if the Administrative Intention Document should include the question, “Explain the relationship of the program to its primary constituencies (internal and external clients).” The committee unanimously agreed that the question was necessary. Since students are not the focus of the programs, the reader needs to know the group primarily served by the program.

The Instructional Intention Document contains more examples for the question, “Beyond a letter grade, how does your program define student success?”

Stephanie noted that there is an overlap of the Academic Directions Committee questions and the Program Review questions; she suggested that the two committees consider aligning the questions next year.

VII. Status on All Documents
All files have been saved in Dropbox. The “Documents for Survey Monkey” folder needs to be finalized. John reminded the group that file names need to be all lower case with dashes only (no spaces or underscores).

The launch will be Friday, March 22.

VIII. Adjournment
The meeting was adjourned at 4:00 p.m.

The next meeting will be Tuesday, April 16, 2013.

Minutes prepared by Tanya Hanton.