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

<table>
<thead>
<tr>
<th>Hannigan, John, Faculty, Program Review Chair and Comm. Studies Chair</th>
<th>P</th>
<th>Hanton, Tanya, Classified, Sr. Administrative Asst. and Program Review Recorder</th>
<th>P</th>
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</thead>
<tbody>
<tr>
<td>Bond, Inge, Administrator, Director of Research, Planning, and Institutional Effectiveness</td>
<td>A</td>
<td>Kashima, Stephanie, Administrator, Dean of Instruction and Student Success</td>
<td>A</td>
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<tr>
<td>Davis, Heidi, Faculty, PE</td>
<td>A</td>
<td>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
<td>P</td>
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<tr>
<td>Flynn, Paula, Classified, Language Arts SOC</td>
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II. Order of the Agenda
   A discussion of the timeline was added to the agenda.

III. Approve Minutes
   The meeting summary for April 16 was approved with minor changes.

IV. Comments from the Public
   No comments.

V. Report Program Status/Report Recommendation
   Inge Bond was unable to attend the meeting, so this item was tabled.

VI. Discuss Unsatisfactory Submissions Process
   Process for both full and update program reviews:
   - Program readers submit their review through Survey Monkey.
   - Inge creates a PDF version of the review and sends it to Tanya.
   - Tanya files the original submission in Dropbox and sends it to the reader, recording the following information on the tracking sheet:
     - The date the original submission was received
Who the reader will be  
When it was sent to the reader

The reader rates the review on a rubric and returns the rubric to Tanya.  
Tanya files the rubric in Drop Box and sends the rubric and a form letter to the program leader, recording the following information on the tracking sheet:  
  - The date the rubric was completed  
  - The status of the review (satisfactory or non-satisfactory)  
  - The date the rubric and form letter were sent back to the program leader

If the program review was **satisfactory, no further action is taken.**

If the program review was **unsatisfactory:**  
- The program leader resubmits the program review to Survey Monkey.  
- Inge creates a PDF version of the review and sends it to Tanya.  
- Tanya files the resubmission in Dropbox and sends it to the same reader, recording the following information on the tracking sheet:  
  - The date the resubmission was received  
  - Who the reader will be  
  - When it was sent to the reader

- The reader rates the resubmission on a new rubric and returns the rubric to Tanya.

If the program review was **satisfactory:**  
- Tanya files the rubric in Drop Box and sends the rubric and a form letter to the program leader, recording the following information on the tracking sheet:  
  - The date the rubric was completed  
  - The satisfactory status of the review  
  - The date the rubric and form letter were sent back to the program leader

**No further action is taken.**

If the program review was **unsatisfactory:**  
- Tanya files the new rubric in Drop Box and sends the resubmission and the new rubric to a second reader, recording the following information on the tracking sheet:  
  - The date the 2nd rubric was completed  
  - The unsatisfactory status of the review  
  - The name of the 2nd reader  
  - The date the resubmission and 2nd rubric were sent to the 2nd reader

- The 2nd reader rates the resubmission on a 3rd rubric (or agrees with the 1st reader?) and sends the rubric to Tanya.  
- Tanya files the rubric in Drop Box and sends the rubric and a form letter to the program leader, recording the following information on the tracking sheet:  
  - The date the rubric was completed  
  - The status of the review (satisfactory or unsatisfactory)  
  - The date the rubric and form letter were sent to the program leader

- If the review remains unresolved, the Program Review Chair and the Dean of Instruction and Student Services will dialog with the program leader and establish a deadline for satisfactorily completing the review.

- The last step will be for the Program Review Chair to report to the Academic Senate.
VII. Timeline for Processing 2013 Program Reviews
5/10  Deadline for submissions
5/21  Assign readers
5/21  Deadline for Inge to distribute submissions
5/21  Read through to establish “norms”
6/27  Readers finish and meet to discuss
7/9   Readers finish reading resubmissions
10/1  Final report due to College Council

VIII. Adjournment
The meeting was adjourned at 3:40 p.m.

The next meeting will be Tuesday, May 21, 2013.

Summary prepared by Tanya Hanton.