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>
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<tbody>
<tr>
<td>Hanton, Tanya, Classified, Sr. Administrative Asst. and Program Review Recorder</td>
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<td>Bond, Inge, Administrator, Director of Research, Planning, and Institutional Effectiveness</td>
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<td>Kashima, Stephanie, Administrator, Dean of Instruction and Student Success</td>
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<td>Davis, Heidi, Faculty, PE</td>
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<td>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
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<td>Flynn, Paula, Classified, Language Arts SOC</td>
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<td>Vu, Amy, Faculty, Science and Math</td>
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II. Order of the Agenda
Reviewing the 2013 Timeline was added to the agenda and the Normative Reading of Submissions was moved to the last place on the agenda.

III. Approve Minutes
The meeting summary for May 7 was approved.

IV. Comments from the Public
No comments.

V. Welcome New Member
Amy Vu was welcomed as a new member of the Program Review Committee.

VI. Program Review Submission Status
Inge reported the following:
- 41 out of 42 instructional programs have submitted their program review.
- 19 out of 22 non-instructional programs have submitted their program review.
- 5 out of 15 administrative programs have submitted their program review.
A decision was made to give all of the programs one more week before sending out a report, but the dates received will be part of the final report.

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. Assignment Plan
   John will assign readers for all of the submissions and will forward the list to Tanya for the tracking spreadsheet.

IX. Normative Reading of Submissions
   Inge randomly chose one non-instructional and one instructional program review to use for norming. The readers each read the programs, correlated them with the rubric, and then discussed the results to be sure all of the readers were using the same criteria.

   The readers will complete rubrics by Thursday, June 27, 2013, and then set up a time to discuss results. The first Fall Semester Program Review Committee meeting will be Tuesday, September 3, 2013.

Summary prepared by Tanya Hanton.