WEST VALLEY COLLEGE
PROGRAM REVIEW COMMITTEE
Meeting Minutes – Draft
Tuesday, June 27, 2013 Meeting
Fox 106
2:30 – 4:00 PM

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>
</tr>
</thead>
<tbody>
<tr>
<td>Bond, Inge, Administrator, Director of Research, Planning, and Institutional Effectiveness</td>
<td>P</td>
<td>Kashima, Stephanie, Administrator, Dean of Instruction and Student Success</td>
<td>A</td>
</tr>
<tr>
<td>Davis, Heidi, Faculty, PE</td>
<td>P</td>
<td>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
<td>P</td>
</tr>
<tr>
<td>Flynn, Paula, Classified, Language Arts SOC</td>
<td>P</td>
<td>Vu, Amy, Faculty, Science and Math</td>
<td>P</td>
</tr>
</tbody>
</table>

II. Order of the Agenda
No changes.

III. Approve Minutes
The meeting summary for May 21 was not available.

IV. Comments from the Public
No comments.

V. Review Reading Visio Process Flow Chart
Tanya submitted the first draft of a flow chart depicting the process of receiving, reviewing and finalizing the program review submissions and resubmissions. The chart showed a possible third reader for reviews that did not pass the first two readers. The committee felt that two readers were sufficient. Structural changes were also suggested to make the flow easier to read. Tanya will create a second draft to be reviewed at the September 3 meeting.

VI. Peer Review of Inadequate Submissions
The readers formed groups of two for the purpose of evaluating program reviews that might be considered inadequate. The groups were Inge and John, Amy and Heidi, LeAnn and Paula. These
partnerships will continue to be the same during the remaining processing of the 2013 Program Review. The results of these collaborations were sent to Tanya to record and file. John will draft a form letter for her to attach to the inadequate submissions, which Tanya will send to the program leaders, along with the submission.

VII. Adjournment
The meeting was adjourned at 4:00.

The next Program Review Committee meeting will be **Tuesday, September 3, 2013.**

Summary prepared by Tanya Hanton.