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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<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>
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<tr>
<td>Davis, Heidi, Faculty, PE</td>
<td>P</td>
<td>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
<td>P</td>
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<tr>
<td>Flynn, Paula, Classified, Language Arts SOC</td>
<td>A</td>
<td>Vu, Amy, Faculty, Science and Math</td>
<td>P</td>
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II. Order of the Agenda & Roll Call
   Agenda Item IX was added – Preview of 2014 Program Review.

III. Approve Minutes
   The meeting summaries for May 21 and June 27 were approved with no changes.

IV. Comments from the Public
   No comments.

V. Review Revised Process for Program Review Submissions
   Tanya submitted the second draft of the program review process flow chart depicting the process of receiving, reviewing and finalizing the program review submissions and resubmissions. The group went through the steps and decided to add three additional steps: 1) Reader #1 consults with Reader #2 after the program resubmission; 2) Program Review Chair notifies Academic Senate of unresolved submissions after Program Review Chair offers to dialog and sets deadline; 3) Admin. Assist. and Research Analyst run final data and tracking check before Program review is posted on the website.

VI. 2013 Program Review Submission and Resubmission Status
The committee reviewed the outstanding submissions and resubmissions and decided on the following plan of action:

- Tanya and Inge will double check the outstanding programs reviews and confer to be sure the tracking sheet is correct.
- John will verify with Victoria that Matriculation does not need to do a program review since all of the Matriculation components report separately.
- John will send a reminder letter to the program leaders who have outstanding resubmissions, which are due September 9. He will also send reminders to the program leaders who have not submitted a submission at all.
- Inge will create PDFs of the new submissions and resubmissions and send them to Tanya to be entered on the tracking sheet and sent to the readers.
- On September 10, Tanya and Inge will do one more double check of the outstanding program reviews and send the information to John.
- John will send a letter to the program leaders and corresponding Division Chairs.

VII. Initial 2013 Data Analysis
Inge is in the process of correlating the various data accumulated from the reviews. The group discussed the controversial feedback from last year’s possible correlation between success and efficiency. The committee all agreed that it was important data, especially since the passing of the Student Success Act, and that the questions relating to success should continue to be a part of the questionnaire, as well as the resulting data.

Tanya will take on the responsibility of putting together the statistics on how many programs submitted reviews, how many were on time, and other such questions relating to the overall process.

VIII. Initial Framing of 2013 Annual Report
The deadline for the report is one week before the College Council retreat, which is usually in mid to late October. We will discuss possible themes at the next meeting and the readers were asked to review the submissions assigned to them for possible ideas for themes.

IX. Preview of 2014 Program Review
The administrators would like the Program Reviews to be completed earlier in 2014, preferably in mid-February. To meet this goal, the process will need to begin in early October. The group also discussed ideas for improvements. Two ideas emerged: 1) Think about which questions are apt to produce themes ahead of time; 2) Link questions in the 2014 program review back to the 2013 review to document planning and follow.

X. Adjournment
The meeting was adjourned at 3:55.

The next Program Review Committee meeting will be Tuesday, September 17, 2013.

Summary prepared by Tanya Hanton.