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

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<tbody>
<tr>
<td>Hannigan, John, Faculty, Program Review Chair and Comm. Studies Chair</td>
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<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>
<td>P</td>
<td>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
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<td>Bowers-Gachesa, Wendy, Faculty, PE</td>
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<td>Vu, Amy, Faculty, Science and Math</td>
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<td>Flynn, Paula, Classified, Language Arts SOC</td>
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II. Order of the Agenda
   “Naming Conventions” was added to the agenda just after “Comments from the Public.”

III. Approve Minutes
   The September 17 meeting summary was approved. The October 1 meeting summary was approved with one minor grammatical change.

IV. Comments from the Public
   No comments.

V. Naming Conventions
   Discussed possibly changing the file naming conventions approved at the last meeting, but decided to leave them the way they are.

VI. 2013 Program Review Submission and Resubmission Status
   Reviewed the current status of incomplete submissions, resubmissions and rubrics. Committee members reported on the most recent contact with the persons responsible for the pending items. A decision was made to not send out any additional deadline dates as the committee has already extended the deadline several times. The target date for completing the report for the Academic Senate is November 1. We will not revise the report for late
submissions. Tanya will, however, send out updates whenever progress is made, so we can clean up as many loose ends as possible.

VII. Qualitative and Theme Analysis
The committee has been working on ways to identify the most common themes found throughout the program reviews. The goal is to include these common themes in the report to College Council to be used as one of the tools for college-wide integrated planning.

Inge tried using Word Cloud as a shortcut to finding themes, but it was not helpful. However, by reading all of the Instructional program review responses to just one question and hand-tallying the most common topics, she was able to come up with the seven most relevant terms used in the reviews in a relatively short amount of time.

The committee decided to follow this process and chose the questions that would be most conducive to identifying themes. These questions will be read by the committee members. Inge will create a template for the readers to use and will compile the results.

The questions were divided up as follows:
LeAnn: Instructional Q17 – 18; all Non-instructional questions
Wendy: Instructional Q21 – 22
John: Instructional Q23
Paula: Instructional Q25
Amy: Instructional Q32 – 38
Inge: Instructional Q7 and Q39; all Administrative questions

VIII. Adjournment
The meeting adjourned at 4:00.

The next Program Review Committee meeting will be Tuesday, November 5, 2013.

Summary prepared by Tanya Hanton.