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>McGinley, LeAnn, Faculty, Assessment Coordinator</td>
<td>P</td>
</tr>
<tr>
<td>Bowers-Gachesa, Wendy, Faculty, PE</td>
<td>P</td>
<td>Vu, Amy, Faculty, Science and Math</td>
<td>P</td>
</tr>
<tr>
<td>Flynn, Paula, Classified, Language Arts SOC</td>
<td>P</td>
<td>Guests: ACCJC Visiting Team</td>
<td>P</td>
</tr>
</tbody>
</table>

II. Order of the Agenda
No changes.

III. Approve Minutes
The March 4 meeting summary was approved with one abstention from a member who was not present on March 4.

IV. Comments from the Public
The ACCJC visiting team asked what happens to the program reviews after they are processed by the Program Review Committee. John drew a diagram on the white board showing how program review fits into the college’s integrated planning structure and how the questionnaires are driven by and aligned with the WVC goals and the Educational and Facilities Master Plan.

V. Review 2014 Implementation Issues
Inge reported that one instrument has already been submitted and most of the Survey Monkey links have had hits, indicating that almost all of the department and program representatives have at least viewed the questionnaire for their area. Inge explained to the team the difference between the full and update questionnaires and demonstrated how the form is filled out on Survey Monkey.
The team asked how we handled programs that do not submit instruments. The committee explained that the Program Review Committee does not have punitive authority, but is strictly a conduit for creating, processing and tracking the questionnaires. The final report is submitted to the Academic Senate for review and possible action.

VI. File and Documentation Efficiency
   A. Final Review of Reader Process
      Tanya presented the revised flowchart, which the committee reviewed, giving suggestions for minor changes.
   B. Strategy Discussion for Increasing Pool of Readers
      LeAnn solicited two new readers – Sally Aitkin and Molly Schrey. Christina Llerena, a new counselor, might also volunteer. The committee decided that readers do not have to be committee members, but they must be familiar with the college, read the procedures, and attend the norming process meeting. Tanya will assign the readers this year, distributing them evenly among the readers.

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

     The next Program Review Committee meeting will be Tuesday, April 15.

     Summary prepared by Tanya Hanton.