Call to Order by: Michael Allen (acting co-chair) @3:47 pm

   a. MSC (Milke/Silver) to approve as amended (Phares, Schroeder, Silver abstaining)

2. Discussion of each division’s timeline, program review process, and validation process for program reviews.
   a. Moreno presented Student Services’ Program Review plan in the form of a revised handbook, and explained the schedule chosen for the upcoming year. Phares presented EPC’s newly-revised 3-year plan. It was generally agreed that all three units should adopt the same schedule, and specifically should follow the schedule recently adopted by EPC. It was also agreed that SSC’s validation process should be brought in line with the process detailed in the Program Review Handbook.
   b. Action Item: Moreno agreed to return to SSC and bring up these issues.
   c. Action Item: Milke agreed to interface with Administrative Services to the same end.

3. Changes made to the online program review system for this round of unit assessments.
   a. Tabled

4. Schedule of user training (and trainers) for using the online program review system.
   a. Milani, Phares, and Schroeder will conduct a training class at 1:30pm on 10/28; Milke and Moreno will conduct a training class at 10:30am on 10/29. The location was discussed. Details will be finalized after Tran and Master return.

   a. Action item: Each committee will review the handbook at its next meeting and the co-chairs will bring suggestions for changes to the next PROC meeting.

6. Establishing a regular, monthly meeting time for this committee.
   a. Pending approval by absent members, the committee agreed to meet from 1:30-3:00pm on the second Tuesday of each month.
   b. The December meeting’s start time was moved to 10:00am

Adjournment: 4:53pm
Minutes – D. Phares