

**MINUTES**  
**Program Review Committee**  
**Date: Jan 22, 2025**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Doug Fontes	x	
Anna Jordan	x	
Tim Loomer	x	
Carolynne Mitten	x	
Tatiana Nazarenko	x	
Diane Ziliotto	x	
Laura Nichols	x	

**Meeting started:**

**1. Prayer**

Tatiana Nazarenko led us in prayer.

**2. Approval of PRC Minutes** of Dec 4, 2024

The minutes were approved as submitted.

**3. Responses to the annual reports.**

The GE report is still pending discussion and submission. Tatiana requested that submitted reports should be taken out of “draft” status and finalized.

**4. Responses to the six/seven year reports: Team leaders**

Athletics: Per Diane, well-written and much improved from previous submissions  
Psychology: When completed, the team’s report will be send to the department.  
Sociology: Per Carolyn, the team’s report was sent to the department.

## **5. Support for the academic departments working on their seven-year reports.**

Holly Beers requested additional training on how to do the reviews; Tatiana will follow up with her for specifics.

## **7. Spring 2025 projects**

The following items were discussed:

- The team will assess if we are looking at the correct criteria or category for each template and rubric and modify them accordingly.
- There is a need to prepare a detailed multi-year assessment plan including diversity criteria on the worksheet and response templates
- For the PR Handbook: alcoholic beverages will no longer be covered expenses for faculty candidate recruitment dinners. The Provost will provide handbook updates to department chairs.
- We discussed better socialization of targeted institutional learning outcomes (ILOs) to both students and faculty. It's too late in the academic year to introduce ILOs, but this should be considered and strategically presented for the next year. Tatiana encouraged creative ideas to highlight ILOs. Anna suggested we start talking about them now in preparation for next year.

## **8. Other business**

The team discussed the Action Plan For a Seven-Year Program Review Cycle matrix found at <https://www.westmont.edu/office-provost/educational-effectiveness/program-review/seven-year-program-review-templates-and>. Discussion included ideas for improving instructions to faculty, re-wording, and re-formatting the form text.

Anna proposed that we integrate General Education outcomes, including ILO goals, into the form.

**Meeting adjourned: 11:53 PM**

Submitted by Laura Nichols, PRC Recording Secretary