

**MINUTES**  
**Program Review Committee**  
**Date: March 26, 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	

**The team met in Voskuyl room 216.**

**1. Prayer**

Laura opened the group in prayer.

**2. Approval of PRC Minutes of March 5, 2025**

The minutes were approved.

**3. Status of the Athletics team's report: Diane and Doug**

Diane replied to the Athletics department and is waiting for their response.

**4. Best six/seven-years and annual reports**

Team members considered which reports should receive certifications of Excellence in Assessment, and selected Chemistry, Physics, Theatre Arts, Library, English and Education departments. Athletics will receive an Achievement in Program Review award. Anna will present Certificates of Excellence in Assessment to academic departments; Diane will give the Achievement in Program Review Award to the Athletics Department.

### **5. Refining PRC's response template to annual reports (Google Drive)**

The team reviewed and edited '2023 Annual Response Template' provided by Diane, and created 'Annual Report Response Template\_PLOs' and 'Annual Report Response Template\_KQ' documents.

### **6. Refining seven-year report spreadsheet (Google Drive)**

The team reviewed and completed edits on the Program Review Team Worksheet.

### **7. Refining the Program Review Team's Report Template (Google Drive)**

The team began editing the October 2022 version of the Program Review Team's Report Template.

### **8. Other business**

Time did not permit discussion of a topic Tim presented; it will be covered in the next meeting.

**Meeting adjourned: 12:00 PM**

Submitted by Laura Nichols, PRC Recording Secretary