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## Program Review Subcommittee Minutes

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*Date: September 20, 2018 | Time 12:15 pm – 1:30 pm*

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### In Attendance

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M. Hillstrom (Chair); R Joseph (CCOE); J. Hong (ECST); K. Roberts (HHS); B. Hibbs (NSS); A. McCury, (EPC Liaison); K. Glapion (ASI Liaison); K. Brown (Exec Secretary); A. Chavez

Excused Absence: B. Hardacre (CCOE); M. Willard (Vice Chair); V. Ramirez (Recording Secretary)

Absent: Vacant (DALSA); Vacant (A&L); Vacant (ECST); Vacant (NSS)

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### Call to Order

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M. Hillstrom called meeting to order at 12:15 pm.

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### Approval of Agenda

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The committee reviewed and approved the agenda.

M/S/P

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### Approval of Minutes 9/13/18

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The committee reviewed and approved the minutes from 9/13/18 with the following changes:

- Under the “EPC Liaison Report”, the language should say “EPC has not yet approved” the Grad Learning Outcomes instead of “did not approve.”
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### Announcements

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K. Brown shared the following announcements with the committee:

- CSU Virtual Fair 9/25
- Graduate Studies Professional and Professional Schools Recruitment Fair 10/23
- Office of Diversity and Inclusion (Octavio Villalpando) will provide Faculty data

EPC Liaison Report: A. McCurdy shared that EPC decided to hold the Grad Learning Outcomes for one more week, as they are still under review.

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### Review Program Review Handbook for Approval

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An overview of the Program Review Handbook was presented to the committee, including an overview about the self-study process and timeline, guidelines for the external review process, and samples of important documents included in Program Review reports. The committee suggested that the table of contents and page numbers be checked for accuracy and that the section about student opinion surveys be removed from the Modified Self-Study Matrix. Members of the committee motioned for, seconded, and approved the removal of Exhibit F (the Program Review Subcommittee Report Template) from the handbook. Members of the committee approved the Program Review Handbook.

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## External Reviewer Updates

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At this time, only the CSU external reviewer for the Physics program has been finalized. All other potential external reviewers have either declined to serve or have not emailed CVs. The members of the committee motioned for, seconded, and approved the designation of Alma Zook as the alternate for the non-CSU reviewer for Physics. An update on the external reviewers for all other programs will be given at the next PRS meeting. The PRS will generate a pool of potential external reviewers for each program that does not submit its recommendations by October 1.

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## Internal Calendar Review & Lead/Co Lead Assignments

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Members of the PRS were asked to add their follow-up questions regarding the MPA Program Review to the Google Doc shared by M. Hillstrom. Representatives from the MPA program will be invited to the October 11 meeting of the PRS for a time-certain.

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## Public Administration Modified Self-Study Discussion

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Discussion tabled for next meeting.

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## Adjournment

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The meeting was adjourned at 1:30 pm.