

**SAN DIEGO MESA COLLEGE
Program Review Committee
Meeting – Friday, October 5, 2012 VIRTUAL MEETING**

AGENDA

1. Review and Approval of Agenda (**)
2. Minutes for August 31st Committee meeting and September 7th Liaison Training
(*under review and you will be notified once posted.*)
3. Welcome New Members: Anar Brahmhatt, Cesar Lopez, Claude Mona, Sue Saetia
4. Lead Writer Trainings (*Committee Feedback Requested by close of business on Monday, October 8, 2012 – Please report back on the following:*)
 - a. Format and Content: *What worked and what didn't?*
 - b. Revised liaison assignments due to changes in membership. (*Revised chart will be posted and all affected liaisons will be notified regarding their revised/new assignments –a few programs that still needed liaisons have now been assigned to new committee members.*)
 - c. Liaison Collaboration with Lead Writers – *Please provide status report on your progress with Lead Writer contacts/interactions*
 - d. **Upcoming Due Date: October 26**, 2012 First Draft of Program Review Document is due to Chair/Supervisor, Dean/Manger and Liaison for preliminary feedback
6. Update - Year One Programs/Service Areas. (*See email dated 9/21/10*)
 - a. Year One Programs/Areas to use Automated Process in TaskStream: American Sign Language, Child Development, Languages, Outreach, Geography, Geographic Information Systems, Physics, Psychology
 - b. Year One Programs to use the New Goals Forms: Building Construction, Academic Computing, Evaluations Office
7. Announcements
 - a. Upcoming Data/Research Workshops (Presenter: Bri Hays, Campus-Based Researcher)
 - Data 101: KPIs, Benchmarking and Beyond, 10/12/12, 9:00 -10:30 a.m., LRC 229
 - Data 201: A Research Toolbox for Practitioners, 10/12/12, 11:00 a.m.-12:30 p.m., LRC 229
 - Getting Started with Action Research, 10/25/12, 3:00 p.m. to 4:30 p.m., LRC 435
8. Next Meeting – November 2, 2012, 11:00 AM -12:30 PM; LRC 435.
9. Deadline for Committee Feedback: Close of Business on Monday, October 8, 2012

JB/cp

xc: Pamela Luster, President

Tim McGrath, Vice President, Instruction

(**) Sent via email on 10/3/12