

For distribution to members of the PR Steering Committee

Notes from Program Review Committee meeting of 6 November 2015

Co-chairs present: M Hinkes and D Miyoshi, with G Davis and V Enriquez

11AM to 1230 PM, SB216 computer lab

During Fall 2015, the 4 scheduled program review committee meetings are devoted to training.

Approximately 11 people attended from 10 different programs; sign-in sheet on file in A109.

There was no formal presentation. Instead, lead writers and liaisons spent the time working on their reviews and asking for assistance when needed. Everyone was reminded of the Dec 21 deadline to submit the document to the liaisons and managers.

It was a productive session for the participants.

The 4 December meeting is the last such training session on the schedule. Regular Program Review Steering Committee meetings will resume on 5 February in LRC435.