

For distribution to members of the PR Steering Committee

**Notes from Program Review Committee meeting of 4 December 2015**

Co-chairs present: M Hinkes and T Krumholz, with V Enriquez

11AM to 1230 PM, SB216 computer lab

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

Approximately 6 people attended from 6 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.

Regular Program Review Steering Committee meetings will resume on 5 February in LRC435.