I. Call to Order
The meeting was called to order at 2:46 pm.

II. Order of the Agenda
Approved

III. Approval of Meeting Minutes
Minutes for 11/3/2015 and 11/17/2015 were approved.

IV. Oral Communication from the Public
No oral communication was received from the public.

V. Information and Announcements
- Mel stated that Program Review was released on November 24.
- There was a question as to whether Alfred Forrest and Tiina Keller had been approved as committee members by the Academic Senate
- A list of unassessed SLO/PLOs was handed out and committee members were asked to reach out to various responsible parties to ask them to complete spring assessments. It was also suggested that this list go to the DCC meeting.
- Mel showed the committee the schedule for SLOs under Accreditation and Program Review
- It was noted that Pat Fenton had sent out an email that stated BRAC was looking to Program Review for budget allocation
- Budgets are due February 19th
- We will have one more meeting on Dec. 15th

VI. Unfinished Business

VII. New Business
- A Theme Report is due to College Council to set goals for next year. We will look at the theme report from last year and analyze consistent themes. We can use ANGEL for the new theme report which will give us flexibility. It was suggested that we look at all areas and also look at specific questions. Stephanie said that the Accreditation team gave us exemplary marks for this process.
- Mel said that he would have a presentation of Program Review at All College Day and then after discussion it was decided to have two follow up workshops. Stephanie stated that we should emphasize how Program Review leads to student success. The first one would be February 9th from 2:30pm -4pm. The topic will be how to write a compelling Program Review to better assure budget funding. Pat Fenton agreed to speak during this workshop. Elise agreed to secure a room in Fox and to come up with a rough draft of a flyer to advertise for the workshop. The second workshop would be on analyzing the data and would most likely be March 4th.

VIII. Future Agenda Items

IX. Next Meeting
   Tuesday, 15 December, 2015 from 2:30 PM – 4:00 PM

X. Adjournment
   Meeting adjourned at 4:05 PM