



**Program Review Committee**  
**Minutes**  
**September 6, 2016**  
**EW 207, Video, CCCConfer**  
**12:30pm-2:00am**

**Present:**

**Absent:**

**Start Time: 12:32 pm**

**Adjourn: 1:50 pm**

Topic	Facilitator	Summary/Action Items
<b>1. Call to order</b>		
<b>2. Approval of Agenda</b>	S. Ama	The agenda was approved.
<b>3. Business Office Technology Program Review – 2nd Review</b>	K. O'Connor	<ul style="list-style-type: none"> <li>• 3rd paragraph of the Executive Summary ("come classes", should be "some classes"</li> <li>• Throughout most of the document, Spring and Fall (for semesters) were capitalized, but not consistently.</li> <li>• In the section about funding from the Owens Valley Career Development, parentheses should be removed in the last sentence.</li> <li>• Page 81: I think the word "percentages" should be used instead of "percents."</li> <li>• Page 83: Apostrophe missing in O'Connor.</li> <li>• Page 104: Period missing at end of a sentence about a quiz</li> <li>• Page 109: "Muli-part" typed instead of "multi-part."</li> <li>• Page 127: Mistyping of "and."</li> <li>• Page 128: Mistyping of "reassess."</li> </ul> <p><b>The Business Office Technology Program Review was approved for a second reading.</b></p>
<b>4. Approval of Previous Minutes</b>	S. Ama	
<b>5. Program Review Schedule</b>	S. Ama	<ul style="list-style-type: none"> <li>•</li> </ul>

Topic	Facilitator	Summary/Action Items
<b>6. Review of the Program Review Process</b>	S. Ama	
<b>8. Norming Session</b>	S. Ama	
<b>9. Future Agenda Items</b>		
<b>10. Future Meeting Dates</b>		This was the last meeting of the 2015-2016 academic year. Suzie will let the committee know the meeting schedule for the 2016-2017 academic year in the fall.
<b>11. Adjourned</b>		1:50pm

Facilitator: Suzie Ama

Recorder: Lisa Fuller