Program Assessment and Review Council (PARC)
Minutes for Wednesday, October 5, 2005

Program Assessments and Review Council offices were determined by election during the constitutive meeting at the end of the Spring 2005 Semester.

Chair: Zvonimir Hlousek, Natural Sciences and Mathematics
Vice-Chair: Kelly Janousek, University Library
Secretary: Guy Bachman, Liberal Arts

Members present:
Cecile Lindsay, Michelle Saint-Germain, Zvonimir Hlousek, Guy Bachman, Judy Strauss, Kristen Powers, Renee Cramer, Frank Murgolo, Elizabeth McEneaney, Phi Loan Le, Joan Theurer, Robin Richesson, Jeremy Redman, Keith Freesman

Absent:
Van Novak, Dan Zanuto, Frank Murgolo, Sabine Reddy, Linda Callahan

1. Meeting was called to order by the chair, Zvonimir Hlousek at 2:00 PM

2. Approval of Minutes of September 21, 2005 meeting

   Keith Freesman was appointed as a new member of the council. Dr. Freesman served as the Chair of Program Review and Academic Council for the previous two years.

   Michelle Saint-Germain presented the Program Review Guidelines for the University Program Review Committees. The Presentation included the description and steps that PARC subcommittees should follow during the review process. Advice was offered from those who had experience reviewing programs. Michelle Saint-Germain also distributed hard (DRAFT) copies Internal Program Review Reports (Drafts) based on the new (PARC) guidelines. It was agreed that electronics copies of Internal Program Review Reports will be distributed to the subcommittees to establish consistency in future reports.

8. Meeting was adjourned at 3:15

*These minutes have been approved