

Program Review Meeting Notes - February 6, 2012,

VE 1, 10-12

Present:

Claude Oliver, Jessica Gibbs, Marsha Cole, Theresa Shellcroft, Ed Burg, Debbie Chesser, Jennifer West and Debby Blanchard

The committee revised the first 3-4 pages of the PR Handbook. The emphasis was on addressing the recommendations by ACCJC and the gap analysis.

Care was taken to reflect the process that Victor Valley College uses currently that is working and adding to the process where there were deficiencies.

Particular attention was given to usage of words that would clearly communicate directions and intent to the writers of PR and anyone else who viewed the handbook.

Programs list was sent to the entire campus community. Additions, deletions and corrections were solicited. The revised list is attached.

Another meeting was scheduled for Friday, February 10 at 10am in VE1. The agenda for this meeting is to continue to revise handbook, and review programs list.

Submitted by Debra Blanchard