

**Program Review Committee
Navajo Tech**

Minutes

<p>Attendees: Ragavanantham Shanmugam (co-chair), Henry Fowler, Tsosie Schneider, Sheena Begay, Twilia Chavez and Brenda Tom Absent:, Daniel Mclaughlin (preoccupied with other meeting) Sharon Nelson, Anita Roastingear, Nabanita Saikia, Chris Storer, Franklin Elliot & Andrea Wilson.</p>	<p>Date: Fri Oct 1, 2021 Start: 11:00 am End: 11:35 am <i>The meeting was held via Zoom due to Covid cleaning.</i></p>
Agenda items & notes	Action & persons responsible
I. Approval of the agenda	
Approved by consensus.	
II. Previous minutes	
Approved by consensus.	
III. Reports	
<p>A. Career Services: Andrea Wilson. Did not attend. B. Finance: Twilia Chavez. C. Human Resources: Brenda Tom. D. Institutional Research: Sheena Begay’s representative attended.</p>	
IV. Old business	
None.	
V. New business	
<p>A. Next Steps: A lot of inputs have been given by Dr. Henry Fowler. He suggested that the importance of PRC, course assessment and the aligned action plans among all the faculty members, the PRC should be conducted in the department level by the respective Department Chairs. The minutes can be sent to PRC, which in turn compile all minutes and submit it to the Administration. He also mentioned that the current PRC is doing good but still there are lots of areas to be improved. B. TimeLine: The timeline was discussed among members present and everyone accepted to adhere it. C. Attendance: It is insisted that PRC should ensure 100% attendance in future meetings at least. D. Drop in workshops: Members welcomed this idea of Dr.Dan’s Drop in workshops with respect to PRC on every Friday afternoon 3-4 pm. As there were no further items to be discussed, the meeting was adjourned.</p>	<p>Brainstorm with academic administration how best to organize PR Orientation: PR co-chairs</p>
VI. Announcements	
None.	
<p>Next PR meeting = Fri Nov 5th, 2021 11 to 12 noon • Zoom ID 890 1559 5908</p>	