

TECHNICAL PROGRAM REVIEW COMMITTEE

Evaluation of Technical Programs by the Technical Review Subcommittee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 4/10/2018	MEETING TIME: 2 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 3/30/2017

MEMBERS (P = Present and N = Not Present)

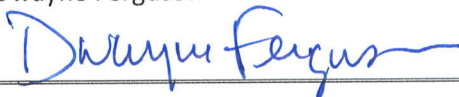
P/N	Name and Title (list all members)	Business Affiliation	Others Present
P	Dwayne Ferguson, Office Professional/General Business	Panola College	Jennifer Coon, Business, Panola College
N	Ashlie Jacobs, Associate Degree Nursing	Panola College (no longer employed by Panola College)	
P	Natalie Oswald, Dean, School of Professional & Technical Programs	Panola College	
P	Jim Permenter, School of Energy	Panola College	
P	Pam Pike, License Vocational Nursing	Panola College	
P	Kelly Reed-Hirsch, Dean, School of Nursing and Health Sciences	Panola College	
N	Earnest Spencer, Agriculture & Natural Resources	Panola College	

MINUTES

Agenda Items	Discussion	Responsibility
CALL TO ORDER	Dwayne Ferguson opened the annual meeting of the Technical Review Subcommittee at 2 p.m. April 10, 2018. The meeting was called for the express purpose of evaluating submissions from the various technical programs on campus. All technical programs were required to submit their program self-assessment and documentation to the committee by Spring Break. This committee meeting was scheduled to evaluate those submissions.	
ROLL CALL	Dean Oswald and Dean Reed-Hirsch were out of town and not able to attend the meeting. However, they contact the chair prior to the meeting by email and in person and were	

	<p>assigned programs to evaluate. Ashlie Jacobs is no longer employed by Panola College so Mr. Ferguson asked Jennifer Coon to attend the meeting and help with evaluations. Mr. Ferguson will ask Dr. Adams to replace Ms. Jacobs on the committee. Mr. Spencer did not respond to the chair's email invitation, attend the meeting, or participate in evaluations assigned by the chair.</p>	<p>Dwayne Ferguson</p>
<p>APPROVAL OF MINUTES</p>	<p>Not applicable. This subcommittee meeting is a working meeting and minutes are supplied to the Assessment Committee for the purpose of communication with the full committee.</p>	
<p>OLD BUSINESS</p>	<p>None.</p>	
<p>NEW BUSINESS</p>	<p>Mr. Ferguson made the following program evaluation assignments for this meeting:</p> <ul style="list-style-type: none"> • ADN – Reed-Hirsch/Ferguson • CIT – Oswald/Ferguson • COSM – Pike/Ferguson • EMT – Reed-Hirsch/Ferguson • GB/OP – Oswald/Pike • HIT – Reed-Hirsch/Ferguson • IND TECH – Oswald/Coon • LVN – Ferguson/Permenter • MED ASSIST – Permenter/Ferguson • MED LAB – Reed-Hirsch/Ferguson • OTA – Ferguson/Coon • WELD – Pike/Ferguson <p>Mr. Ferguson gave instructions for how to access the Program Self-Assessment form submitted by each program and how to conduct the evaluation and fill in the Technical Review Committee Assessment form. Mr. Ferguson stressed that two things are extremely important to review: number of graduates and advisory board minutes. Mr. Ferguson recommended that members open and review the documentation submitted for each section of the program self-assessment and place comments/suggestions at the end of the evaluation form. The committee finished several program evaluation during the meeting and what was left were finished on the committee members' office time.</p>	
<p>ANNOUNCEMENTS</p>	<p>All of the evaluations were submitted to Dean Oswald (technical programs) and Dean Reed-Hirsch (health sciences). The deans will now review the comments/suggestions from the subcommittee, meet with the program chairs, and resolve any issues that were found before the next round of self-assessments begins in August.</p>	

ADJOURNMENT	The meeting was adjourned at 4 p.m.	
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CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 4/10/2018	NEXT MEETING: TBA
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