

TECHNICAL REVIEW MEETING

Meeting Minutes

March 28, 2016 @ 2 p.m.

Room 209 Gullette

Opening. Dwayne Ferguson, Chair, called a meeting with members of the Technical Review Committee at 2 p.m. on March 28, 2016.

Present. Kim Bishop, Ashley Brewster, Dr. Barbara Cordell, Dwayne Ferguson, Natalie Oswald, Jim Permenter, Denise Wilkins

Not Present. None.

Old Business. Mr. Ferguson met with the program chairs on October 8, 2015, and explained/demonstrated the new system for submitting the self-assessment form and documentation. Chairs were informed that the deadline for submission was March 11, 2016. Emails reminding chairs of the deadline were sent February 11 and March 11.

New Business. Mr. Ferguson called this meeting to evaluate program self-assessments submitted by program chairs.

- **Assignments** – Members of the committee were divided into groups of two and assigned program submissions (self-assessment form and documentation) to evaluate.
 - Ashley Brewster/Denise Wilkins
 - Industrial Technology
 - License Vocational Nursing
 - Medical Assisting
 - Medical Lab Technician
 - Dr. Barbara Cordell/Kim Bishop
 - Computer Information Technology
 - Cosmetology
 - Office Professional-General Business
 - Welding Technology
 - Dwayne Ferguson/Jim Permenter
 - Associate Degree Nursing
 - Emergency Medical Technology
 - Health Information Technology
 - Occupational Therapy Assistant
- **Assessment** – Each group reviewed the self-assessment form and the documentation submitted by each program. Groups then completed a checklist (assessment form) and wrote comments at the end of the form.

- **Submission to Dean** – After the committee assessed each program, the assessment forms were sent to Natalie Oswald, Dean of the School of Professional & Technical Programs. The dean will contact each program chair and make recommendations to the Vice President of Instruction whether the program should continue, continue with revision, or be closed. All self-assessments submitted before this meeting were evaluated. Programs that did not submit a self-assessment, documentation, or were incomplete will be addressed by Dean Oswald.

Old Business. None.

Next Meeting. The next meeting of the Technical Review Committee will be at the beginning of the fall 2016 semester.

Adjournment. The meeting was adjourned by Dwayne Ferguson.

Minutes submitted by: Dwayne Ferguson