

## TECHNICAL PROGRAM REVIEW COMMITTEE

Meeting with Technical Program Chairs and Faculty

*Minutes of Meeting*

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 8/15/2016	MEETING TIME: 1:30-2:30	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Cheri Lambert		PREVIOUS MEETING: 8/11/2015

MEMBERS (P = Present and N = Not Present)

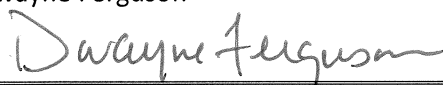
P/N	Name and Title (list all members)	Business Affiliation	Others Present
P	Teresa Brooks, Dean, Distance and Digital Learning	Panola College	Daniel Hall, Petroleum Technology
P	Dr. Barbara Cordell, Dean, School of Nursing and Health Sciences	Panola College	
P	Lynn Davis, Medical Assisting	Panola College	
P	Dwayne Ferguson, Office Professional/General Business	Panola College	
P	Paula Fults, Costmetology	Panola College	
P	Ronold Morton, Emergency Medical Services	Panola College	
P	Natalie Oswalt, Dean, School of Professional & Technical Programs	Panola College	
P	Pam Pike, License Vocational Nursing	Panola College	
P	Jo Ellen Russell, Health Information Technology and Medical Lab Technician	Panola College	
P	Tim Singletary, Welding	Panola College	
P	Laura Vance, Agriculture & Natural Resources	Panola College	
P	Dr. Bob Wilkins, Computer Information Technology	Panola College	

### MINUTES

Agenda Items	Discussion	Responsibility
CALL TO ORDER	Dwayne Ferguson called a meeting with all of the program chairs and faculty responsible for conducting annual technical program reviews at 1:30 p.m. on August 15, 2016.	
ROLL CALL	All chairs/faculty responsible for technical review were present. No members of the assessment committee were required to attend this meeting.	

APPROVAL OF MINUTES	No previous minutes were provided.	
OLD BUSINESS	No old business was discussed.	
NEW BUSINESS	<p>Mr. Ferguson verified responsible department personnel for T:\ drive (network) folder permissions.</p> <p>Mr. Ferguson explained the technical review (TR) process, referencing an instructional handout provided and previewed the ADN folder as an example. The following points were made regarding the TR process:</p> <ul style="list-style-type: none"> <li>• Program Self-Assessment information in the current folder is the same as last year.</li> <li>• Use the view→edit document command to edit the Program Self-Assessment.</li> <li>• For easy reviewer access, be sure to name the documentation files the same way you refer to them in the Program Self-Assessment.</li> <li>• The documentation folder contains the Perkins data needed to complete the Program Self-Assessment – refer to pages 31-36.</li> <li>• Advisory Committee Minutes should be placed in the designated folder and should be formatted like the Sample Advisory Committee Meeting Record Template provided by Mr. Ferguson.</li> <li>• Advisory Committee Minutes should show that the committee is making suggestions related to the curriculum.</li> <li>• Advisory Committee Membership should be diverse or show initiatives toward making it so.</li> <li>• Mr. Ferguson is going to develop an Advisory Committee Meeting Record template that can be typed into.</li> <li>• Be sure to get the Advisory Committee Meeting record signed by the Chair of the Advisory Committee.</li> <li>• The Technical Review Committee Assessment folder is for the assessment review members to document their findings.</li> <li>• In the documentation folder there is a GIPWE file that contains the SCANS matrix.</li> </ul> <p>Mr. Ferguson recommended that members review the GIPWE file in the documentation folder for more information about what the Co-Board requires from their programs and for more information about the SCANS matrix.</p>	Dwayne Ferguson

<p>ANNOUNCEMENTS</p> <p>ADJOURNMENT</p>	<p>Mr. Ferguson briefly addressed each section of the Program Self-Assessment and invited members to ask questions.</p> <p>Dr. Cordell verified that the 2016-17 Technical Review report would reflect collection of 2015-16 data.</p> <p>There was a question about the type of documentation required for proof of compliance and Mr. Ferguson confirmed that documents of images, equipment or receipts could be used.</p> <p>After the question and answer session was over, Mr. Ferguson stated that the due date for submission of the self-assessment and documentation is March 10, 2017.</p> <p>The committee members thanked Mr. Ferguson for organizing the report format and the meeting was adjourned at 2:30.</p>	<p>Chairs/Faculty from Technical Programs</p>
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<p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p> 	<p>DATE: 8/15/2016</p>	<p>NEXT MEETING: TBA</p>
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