

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee  
FROM: Miriam Tolson, Program Assistant  
DATE: October 4, 2017  
SUBJECT: **October 3, 2017 Minutes of IPR Meeting**

**In attendance at the meeting were:**

Dr. Kristi Blackburn  
Angie Conley, Co-Chair  
Jan Connal  
David Fabish  
Reuben Foat  
Kadie Gurley  
Rebekah Hathaway  
Kathy Hogue  
Ernest Lew  
Colleen McKinley  
Sunday Obazuaye  
Dr. Patricia Robbins Smith  
Stephanie Rosenblatt Co-Chair  
Graciela Vasquez

**Absent**

Stephanie Murguia  
Mark Olague

**Guests:**

Bruce Greenberg

1. **Introductions** – The committee introduced themselves to Bruce Greenberg and welcomed him for his visitation. There were two new members joining the committee Colleen McKinley representing AACME, and Kadie Gurley, student representative representing ASCC.
2. **Visitation Law (Paralegal)** – Bruce Greenberg shared his goals and SWOT analysis with the committee. In addition to the Program Visitation, the program is fully accredited through the state and complies with stringent guidelines. There was a Motion by Jan Connal, Seconded by Sunday Obazuaye to approve the review. The committee unanimously approved the review as presented.
3. **Approval of Minutes 9-19-17** – There was a Motion by David Fabish, Seconded by Kathy Hogue to approve the minutes of 9-19-17. The minutes were

- unanimously approved as presented. There were two abstentions by Katie Gurley and Colleen McKinley
4. **Review of Program Updates** – The committee drew departments randomly to match the presentation dates for the 18-19 review cycle. The committee members then volunteered for the liaison vacancies. The list will be revised by Angie Conley and submitted to the committee. The Co-Chairs will be meeting with the departments in the future. Jan Connal met again with Ni Bueno of the **Health Education** department and reviewed their SWOT, and goals and made recommendations for revisions. Ernest Lew has already reached out to the **Biology/Microbiology** department and they are aware their draft is due 10-10-17. He and Dr. Patricia Robbins Smith will do another follow-up. Graciela Vasquez met with Dr. Kristi Blackburn regarding the **Welding** department and reviewed their data. Stephanie Rosenblatt reported that the **Plastics/Composites Manufacturing Technology** department was working from an old draft but noted that Mickey Micic, Chair is completely revamping the program.
  5. **Liaison Assignments** – Co-Chair Angie Conley noted to the liaisons to make sure if they receive a draft to forward it to she and Stephanie Rosenblatt. here are still currently vacancies in BE, Fine Arts and Liberal Arts (Mark Olague is still officially on the committee but unavailable during the meeting time).
  6. **Items from the Floor** – Angie Conley and Stephanie Rosenblatt welcomed the two new members of the committee, Colleen Mc Kinley representing ACCME, replacing Rachel Mason, and Kadie Gurley as the student representative representing ASCC.

*Next Meeting Scheduled for*  
**Tuesday, November 7, 2017**  
**3:00 P.M.**  
**MCIS 109**

### **Law (Paralegal)**

Bruce Greenberg informed the committee that the Law (Paralegal) program has approval through the American Bar Association and is involved with professional training and development.