

Institutional Review Committee

MINUTES

MEETING DATE:	MEETING TIME:	MEETING LOCATION:
November 15, 2023	9:00 am	BUC 216
MEETING CALLED BY:	William Brown	
RECORDER:		
ATTENDEES:	Dr. Bill Brown (Chair) Jeff McCool (VP for Instruction) Dr. Larchinee Turner (Instructional Dean) Dr. Stephanie Ferguson (Instructional Dean) Dianne Marquez (Instructional Dean)	
UNABLE TO ATTEND (EXCUSED ABSENCE):	None	
NOT PRESENT:	None	
GUESTS:	None	

AGENDA TOPIC:	PRESENTED BY:	
Review of Committee Responsibilities & Program Review Guide	Bill Brown	
DISCUSSION	1. Discussion about the role of the committee 2. Discussed development of a Program Review Guide. Reviewed existing process and documentation, set up initial Program Review Cycle, and reviewed Program Review Guide from select Community Colleges.	
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
1. Develop a new draft Program Review Guide and have it ready for	Dr. Bill Brown	December 1, 2023

the December 2023 meeting for feedback		
2.		
3.		

AGENDA TOPIC:		PRESENTED BY:
Future Meetings		Dr. Bill Brown
DISCUSSION		
CONCLUSIONS	Next meeting – December 14, 2023	
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
1.		
2.		

AGENDA TOPIC:		PRESENTED BY:
DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
1.		
2.		
3.		

AGENDA TOPIC:		PRESENTED BY:
DISCUSSION		
CONCLUSIONS		

ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
4.		
5.		

AGENDA TOPIC:		PRESENTED BY:
DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
6.		
7.		