

**Program Review Committee  
Navajo Tech**

**Minutes**

<b>Attendees:</b> Sheena Begay, Twilia Chavez, Franklin Elliott, Wanda Jimmie, Daniel McLaughlin (co-chair), Ragavanantham Shanmugam, Tsosie Schneider	<b>Date:</b> Fri Aug 20 2021 <b>Start:</b> 11:00 am <b>End:</b> 11:40 am
Agenda items & notes	Action & persons responsible
I. Approval of the agenda	
Approved by consensus.	
II. Previous minutes	
Not applicable.	
III. Reports	
A. New PRC members introduced themselves.	
IV. Old business	
None.	
V. New business	
<p><b>A. PRC Guide 2022.</b> Members reviewed updated draft on first look basis. Will be included as action item at next PRC meeting</p> <p><b>B. PRC Google Drive folder.</b> Was reviewed, including initial set up of PR files for each Self-Study Team.</p> <p><b>C. Orientation schedule.</b> Initial draft posted in PR Google Drive was reviewed. PRC should strive to make available accurate program data to PRC members and Self-Study Teams.</p> <p><b>D. Future meeting logistics:</b></p> <ol style="list-style-type: none"> <li>1. Regular PRC meetings will be held on Fridays, 11-noon, in SUB 231 and via Zoom ID 890 1559 5908 (wrong number was sent out for this meeting - sorry!)</li> <li>2. Minutes will be developed in timely fashion and archived on PRC website.</li> <li>3. Meeting norms (developed by those present; will be affirmed at next full meeting of the PRC):             <ol style="list-style-type: none"> <li>a. Meetings will start on time and end early.</li> <li>b. Be considerate of others' comments</li> <li>c. Attend! Participate! Contribute!</li> <li>d. Be here, not elsewhere.</li> <li>e. Come prepared.</li> <li>f. Turn off your phone.</li> </ol> </li> </ol>	<p>Review PR Guide draft; to be finalized at next meeting: <b>all PRC members</b></p> <p>Review Orientation schedule draft; to be finalized at next meeting: <b>all PRC members</b></p> <p>Notify SST's of Orientation date: <b>PRC co-chairs</b></p> <p>Review and finalize at next PRC meeting: <b>all PRC members</b></p>
VI. Announcements	
None.	
<b>Next meeting</b> <b>Fri Sep 3 • 11-noon • SUB 231 &amp; Zoom ID 890 1559 5908</b>	