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| Academic Program Review CommitteeMinutes |
| september 3, 2014 | 1:00-1:50 pm | L 246 |
| Quorum = 5 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | Thomas Murray, School of Social Sciences, Business & Humanities |
| Andrew Rempt, AS President-Elect | Mark Meadows-Representative, Deans’ Council  |
| Vacant-School of Arts & Communications | Vacant-HEC Representative |
| Vacant-School of Continuing Ed., Economic and Workforce Development | Arnold Josafat-Instructional Support Services |
| Maya Bloch, School of Counseling and Personal Development | Vacant-Part-Time Faculty |
| Walt Justice, School of Health, Exercise Science, Athletics & Applied Technology | Randy Beach, Resource IPROC Coordinator |
| Lynn Pollock-School of Language & Literature | ~~Veronica Burton, Resource Articulations Officer~~ |
| Margie Stinson, School of Math, Science & Engineering | ~~Linda Hensley, Resource Office of Institutional Effectiveness~~ |
| GUEST/s | Patti Flores-Charter, Academic Senate President |  |
| **Call to Order/Approval of Agenda**  | Susan Yonker |
| Discussion | Approval of agenda; M/S/C. |
| **Public Comment**  | Susan Yonker |
| Discussion | There was no public comment. |
| **Approval of Minutes from April 2, 2014 & May 7, 2014**  | Susan Yonker |
| Discussion | Approval of minutes from 04-02-14; M/S/C. Approval of minutes from 05-07-14; M/S/C. |
| **Updates: Pre-Loads; Nursing** | Susan Yonker |
| Discussion | **Pre-Loads**: Over the summer, the committee agreed to approve the new APR snapshot form. To avoid more work, a group of volunteers pre-loaded information from the previous snapshot. A big thank you goes out to Randy Beach, Rebecca Wolniewicz, Angie Stuart, Susan Yonker, and Charlene the student worker from OIE. There are still some level 4’s to do, but Randy is working diligently to get them done. The new snapshot had a few configuration differences. Specific information was copied and pasted into the new snapshot. The snapshots are now posted in SharePoint: Go to the IPRC Committee site, look under the Academic Year 2014-15, then find the division that you need. They are in alphabetical order. Last semester Angie Stuart created the designator list. **Nursing**: Nursing has been doing four different program reviews. They have also been doing four comprehensive reviews. Most colleges that Randy had a chance to speak with said that their nursing department doesn’t even do a comprehensive program review. They simply turn in their accreditation documents because they are required to do far more work for the accrediting body. Our nursing department is hoping to combine the four snapshots into fewer snapshots. Cathy McJannet’s request will be put on the agenda for next week. |
| **Approval of** **2014-15 APRC Meeting Calendar**  | Susan Yonker |
| DISCUSSION | There was an error on the dates that Susan pointed out in December. Since we are not going to meet during finals week, it will be deleted and the committee decided to change the meeting to December 10th if modifications need to be reviewed. We will make the changes and resend it to the committee members. A motion was made and seconded to approve the amended meeting calendar with the approved changes. The motion passed unanimously. |
| **Astronomy Comprehensive** | Susan Yonker |
| DISCUSSION | There was a request made from Janet Mazzarella, Dean of MSE to change the astronomy comprehensive program review that was scheduled for this year because both the full-time astronomy professors are out on sabbatical. She requested that the comprehensive program review be put off until next year. The adjuncts to the astronomy department are brand new to Southwestern College. A comment was made that when the department actually does their comprehensive program review, they really need to have a good comprehensive because it is going to be the one immediately before moving into the new building. All of the things that they need to ask for really need to be put into the comprehensive. It was also stated that we need to discuss whether the department is doing this in perpetuity or if it is a one-time change. If their comprehensive is no longer 2014-15 and is 2015-16, this will add another comprehensive to 2015-16 columns. We want to maintain balance for the committee members that have to review them. It is precedent more to deny these kinds of requests than to approve them because people have asked for this previously. There was even a case when someone actually passed away and the program review was still required. This item will be put on the agenda as an action item for next week. Susan will let Janet know about this and ask her to send any information or come to the meeting to speak on the department’s behalf.  |
| **Future APRC topics: Reader Report Assignments & APR Training Sessions** | Susan Yonker |
| DISCUSSION | Reader Report Assignments: It was suggested to place new members with older members on the different teams in case they have any questions or concerns. APR Training Sessions: There will be more information coming out in mid-September about the training session dates and times.  |
| **Other** | All |
| DISCUSSION | We need a part-time representative for this committee. Patti Flores-Charter requested that Susan send her the information so she could put it on her master calendar. A question was asked about data being available for FHP and APR. Linda is aware and data should be available. There is a data resource page with links on it. You can find this under Office of Institutional Effectiveness. It was mentioned that we need to align FHP with APR so it has teeth. It was also suggested to move Program Reviews to spring instead of fall. |
| **Adjournment** | Susan Yonker |
| Discussion | The meeting was adjourned at 1: 50 p.m.  |
| The next meeting will be September 17, 2014 from 1:00-1:50 p.m. in L 246. |