|  |
| --- |
| Academic Program Review CommitteeMinutes |
| october 1, 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 |
| Action | Meeting was called to order at 1:20 p.m. Approval of agenda; M/S/C. |
| **Public Comment**  | Susan Yonker |
| info | There was no public comment. |
| **Approval of Minutes from September 17, 2014**  | Susan Yonker |
| action | Approval of minutes from 09-17-14; M/S/C.  |
| **Updates: FHP Deadline** | Susan Yonker |
| Info | The deadline for Academic Program Review is November 3rd and the deadline for Faculty Hiring Prioritization is November 4th.  |
| **Reader Report Assignments**  | Susan Yonker |
| info | We are missing school representatives from two schools, Arts & Communications and the Higher Education Centers, and a part-time faculty representative. Patti has a list of part-time faculty who want to volunteer. She’ll email the list to Susan and ask for a volunteer.Business will be moved to Team 4, Culinary Arts will go to Team 2. Dance and Health will go to Team 1. The Chemistry Comprehensive Academic Program Review is in. The Snapshot for Child Development is in. Randy reminded the committee that the directions are to submit both a Word document as well as a PDF.Patti volunteered to be a reader for this process. Susan will make changes to the Reader Teams and email the new version out to the committee.  |
| **Political Science Comprehensive 2013-2014** | patricia flores-charter |
| info | Political Science Comprehensive Academic Program Review is now completed. The revisions that were made to comply with the recommendations of the readers were incorporated and will be submitted. It was noted that we will add to the guidelines and training that faculty need to change any language that is not neutral and depersonalize and take out language that refers to other faculty in the program review.There was a question about whether Political Science can now submit a snapshot for 2014-2015. Susan will send out an email.  |
| **Approval Criteria for Delaying Comprehensive** | Susan Yonker |
| DISCUSSION | 1. Approval Criteria for Delaying Comprehensive:
2. Lack of full-time faculty or not available: Does that qualify someone for an extension?
3. Part-time only faculty: Patti explained that in the past some deans were able to pay stipends to part-time faculty who worked with a fulltime faculty to complete the APR.
4. If fulltime don’t do the APR,
5. If fulltime faculty who are typically available are not:
6. Then would it be recommended to have part-time faculty complete it with a stipend?
7. This would be a preferable solution to going out of cycle. The last option would be to defer the APR with a statement of the criteria and extenuating circumstances leading to the request for an extension.

The committee requested to hear Maya’s thoughts on this topic and bring it back as an agenda item at our next meeting. It was suggested that we put this out for public information of the two instances that this committee approved with the criteria. There was a recommendation to mention this at the Academic Senate meeting. An idea was to have the extenuating circumstance in writing as opposed to receiving a phone call.  |
| **Reader Report Rubric** | susan yonker |
| DISCUSSION | Reader Report Rubric: 1. Discussed whether or not to develop a rubric or revise the Reader Report. Whatever we do, we need to include the recommendation that faculty need to change any language that is not neutral and depersonalize and take out language that refers to other faculty in the program review.
2. We need to add the Reader Report now and to training materials as a guide to how the review of the APR occurs.
	1. Randy will send Susan the most recent IPR handbook, which includes the rubrics used by the standing committees to evaluate budget priorities. Susan will email it to the committee.

Is it our role to grade the program reviews or to govern the completeness of them? A comment was made that sometimes it is hard to judge whether to mark it complete or incomplete and how to explain it. There was a suggestion to send out something to the people who are doing the program reviews to understand what we are looking for. As readers, we put forward our comments to the committee. We discuss it and the committee decides what to do. It goes to the department chair and then to the cognizant faculty and their dean. There was a concern that as readers, we need to be protected to the point that we are not involved after it comes back to the committee. We need to review the APR handbook and take a look at it and see where we need to make modifications.  |
| **Comprehensive/Snapshot Equity** | susan yonker |
| DISCUSSION | Time ran out, this item was not discussed. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 1: 55 p.m.  |
| The next meeting will be October 15, 2014 from 1:00-1:50 p.m. in L 246. |