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| Academic Program Review CommitteeMinutes |
| October 21, 2015 | 1:15-2:15 pm | L 246 |
| Quorum = 4 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | Yvonne Lucas, 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 | ~~Laura Brooks-Part-Time Faculty~~ |
| ~~Dionicio Monarrez, School of Health, Exercise Science, Athletics & Applied Technology~~ | Randy Beach, Resource IPROC Coordinator |
| Vacant-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 | The Meeting was called to order at 1:15 p.m. We added approval of 10-07-15 minutes to the agenda. Make agenda item #6 Review Criteria for Accepting Program Review Snapshots and move Revise APRC Procedure Guide as number 7. |
| **Public Comment**  | Susan Yonker |
| discussion | No Public Comment at this time. |
| **Approval of Minutes from 10/07/15** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Updates: Senate; APR Comp Approved 10-7-15** | Susan Yonker |
| action | Susan will bring the draft APR to the Academic Senate on October 27, 2015. Susan will tell the Academic Senate that this new draft is dependent on whether the Program Review software we adopt can manage the data we need. It was brought up that the majority of APR’s were not accepted initially. There was a recommendation that instructions be made clear to help APR’s be accepted when they are first turned in. |
| **eBusiness, Entrepreneurship, Finance and Investment, Management, Leadership and Supervision, International Business, and Business Administration, Insurance, CEUD, and Logistics** | Meadows and Lucas |
| info | eBusiness: There seems to be a problem with what is grouped in Business. Their only drop down option was Business Administration, which is the transfer trac and we really don’t touch that. In the past, there was one snapshot for: Business, Business Management, Business Administration, International Business, Leadership and Supervision. There needs to be clarification in the groupings. (Finance is a part of Business Management.)Currently Sylvia Cornejo is getting Insurance, Logistics, and Economic Development done. Insurance needs to be in its own entity. Problems came up where we have programs at Otay Mesa where no APR’s are getting done. Elisabeth Shapiro has taken responsibility for programs that have no chair and have no administrative support.Sylvia has been including these three programs above in her Center Program Review. This is not sufficient. That means that academic programs are not being reviewed. Sylvia has make sure that her academic programs all have program reviews. She needs to make sure she has enough in her budget for stipends for part-time faculty so both the comprehensive and snapshots are done. Here is what is needed:1. Patti and Susan need to speak with Kathy Tyner to work on the OM problem, programs are under a chair.
2. Make sure that Sylvia puts funds for stipends for part-time faculty in her budget and works with Kathy to secure funds from Cabinet.
3. Someone needs to do a Program Review for Insurance and Economic Development

There are four Liberal Arts Degrees that each cross over two different schools. There is Arts & Communications and Arts & Humanities. It has always been an issue as to where to send a student’s petition. This should be placed on the agenda for our next meeting. Who is in charge of taking care of it? |
| **Review Criteria for Accepting Program Review Snapshots** | Susan Yonker |
|  discussion | Our November 18th meeting is going to be a joint meeting with the Institutional Program Review Committee (IPRC). It will be at our normal time and most likely in this room. Randy wants to talk about going electronic and about the criteria for accepting Program Review Snapshots. |
|  **Revise APRC Procedure Guide** | Susan Yonker |
| discussion | Some things in the procedure guide need to be changed and could benefit from being discussed. On page 3 under procedures, it states that, “The new APR changes from a six-year cycle to a three-year cycle”. This committee wants to take a look at changing the cycle because it’s not working. It is challenging and we need to make some improvements. A member suggested that it seems to happen too fast and these are comments that she gets from her constituents frequently. There was a suggestion to look at other options. The locking of action steps doesn’t work for some schools. When you are looking at a need to move into a new building and you have a lot of needs. For example, you can’t fit all the biology models that you need for Anatomy into one line item for the whole department. In the past, we would attach an appendix where we were able to put each item in separately, and it wasn’t limited to just ten. When Margie spoke to Linda and Randy about this, the limit was set up because when it goes to committees, they have so many snapshots to read and it gets to be too much work. So, if you can only ask for a portion of what you need, then it really doesn’t serve its purpose. Susan will speak to Linda and Randy at the next IPRC meeting next week about this topic.  |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:15 p.m.  |
| The next meeting will be November 4, 2015 from 1:15-2:15 p.m. in L 246. |