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| Academic Program Review CommitteeMinutes |
| April 20, 2016 | 1:20-2:15 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  |
| Thomas Murray-School of Arts & Communications | Vacant-HEC Representative |
| Vacant-School of Continuing Ed., Economic and Workforce Development | Arnold Josafat-Instructional Support Services |
| Vacant- 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 1:20 p.m. The agenda was approved as presented. |
| **Public Comment**  | Susan Yonker |
| discussion | No Comments were made at this time. |
| **Approval of Minutes from 03/16/16** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Updates:**  | Susan Yonker |
| action | * The timeline for when program reviews are due is going to be November 1st.
* We were going to ask World Languages if they were going to do their review this semester, but we did not, so they are going to do it next year.
* We need to update the procedures guide. Susan started to do that at the beginning of the semester, but things got crazy with the eLumen meetings.
* We are going to need an eLumen instruction manual. They have a generic one, but we are going to have to sit down with an eLumen rep and customize one.
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| **eLumen: Comprehensive, Snapshot, Pilot** | susan yonker |
| info | There was a motion that for fall 2016 program departments can choose between piloting eLumen or submitting their comprehensive program review in a Word document. The motion was seconded and was open for discussion. Some felt that it was a good idea to have the two options. People who are tech savvy will probably use eLumen and people who prefer Word can use that. The Chair of APR would load the Word documents into SharePoint. When the accrediting body comes, you will be able to attach the Word docs into eLumen. Randy is still building the comprehensive in the test site. eLumen 6.5 is not ready.There was a suggestion to have some kind of incentive for people who volunteer to do the test site for eLumen. Have flex or something related to the committee. We will revisit the incentive at our next meeting next when we have more time to discuss this item. Accreditation wants us to have a system in place that is easy for everyone to see. 6.5 is coming out in August. Our vote would be to pilot it or not. Piloting is a responsible way to begin a new process. In 2016, we would have a combination of people using Word or eLumen. We need to let the college know what we are going to do for fall with program review.There was a motion to allow either piloting eLumen or using word for fall 2016 comprehensive. The motion passed unanimously.We also need to discuss the snapshot. This committee does not make the final decision, but have one vote in the decision. Susan is our representative in the IPRC committee, which will be taking an official vote next week on whether to hold off on the snapshot so we can do a test of the entire cycle. When we talk to people in research, they are not too sure on how things are going to be disbursed after we hit send on the snapshot. We do not know what might be missing. The idea is that we would test the snapshot over the summer and then stick with a Word version of the snapshot since we have not had a chance to test the entire system. Therefore, we need to vote next week whether we want to postpone going live with eLumen for the snapshot until fall 2017 so that we have time to thoroughly test it before unleashing it on the college. The reason we are talking about testing instead of piloting, is that the testing would have to be done completely off line. If you pilot it and some people are actually doing a snapshot in eLumen, and some people are actually doing some in Word, collating data would almost be impossible because you are using two different systems. We need to go to word or eLumen. We need to vote to test or not to test for this fall. When this committee experimented with our test site, what did you think? Margie had problems with action steps. There was a motion for the academic year 2016-17 that we use Word for the snapshot while beta testing the eLumen snapshot in the fall. The motion was second and was open for discussion.Pilot=line testing, Beta=Product not ready until August. It is important that eLumen get the glitches out before we go with eLumen. It is prudent to beta test. The motion passed unanimously. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:15 p.m.  |
| The next meeting will be May 4, 2016 from 1:20-2:15 p.m. in L 246. |