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| Academic Program Review CommitteeMinutes |
| September 7, 2016 | 1:20-2:15 pm | L 246 |
| Quorum = 4 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | ~~Margie Stinson- School of Math, Science & Engineering~~ |
| Patricia Flores-Charter-Past President or President-elect | Dionicio Monarrez- School of Wellness, Exercise Science & Athletics |
| ~~Eun Park-School of Arts, Communications & Social Science~~ | Mark Meadows-Representative, Deans’ Council |
| ~~Emily Lynch Morissette-School of Business & Technology~~ | ~~Vacant-HEC Representative~~ |
| ~~Vacant-School of Continuing Ed., Economic and Workforce Development~~ | Arnold Josafat-Instructional Support & Continuing Education |
| ~~Vacant-Charter-School of Counseling and Student Support Programs~~ | ~~Vacant-Part-Time Faculty~~ |
| ~~Vacant-School of Language, Literature & Humanities~~ | ~~Linda Hensley, Resource Office of Institutional Effectiveness~~ |
| GUEST/s |  |  |
| **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 | Welcome back everyone! |
| **Approval of Minutes from 05/18/16** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Updates:**  | Susan Yonker |
| action | * Susan is working very hard to get members on to our committee. If we have a full committee this semester, then each member will only be required to read about 3-4 comprehensive program reviews. If we do not have a full membership, then the people on the committee will have more work to do. We are missing a Part-time faculty representative, a Full-time representative from the School of Arts, Communication & Social Sciences, but I need to reconfirm with Thomas Murray. We also need Full-time representatives from the School of Business & Technology, School of Counseling & Student Support Programs, School of Language, Literature & Humanities
* Dionicio said that he might know a part-time representative (Ann Shadle) who may be interested in attending our APRC meetings. He will get back to us.
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| **Logistics for eLumen Pilot** | Susan Yonker |
| info | We have all the volunteers that we need for our eLumen Pilot program and then some. We received five of our volunteers from our Academic Senate Retreat and then three more since then. We have even run into our first glitch. World Languages includes seven separate disciplines. Each of their languages is posted separately in eLumen for SLO’s. They do one program review for all of them. Susan is waiting for Katie Winter, our eLumen representative, to contact her. She has worked with the tech support to create a division for World Languages. Somewhere in the software design, every other discipline is going to be under what is called a “default division”.A member stated that if we get sufficient support for our SLO’s, perhaps the tech support can help the clerical support go in and make sure that the modifications are done on both platforms. When Susan creates the list of readers for the comprehensives, Susan stated that she will be one of the readers for the pilot and the other readers will be assigned as a collaborator in eLumen. The readers will have access and be able to type notes. Susan asked the committee if they wanted their real names to show or should they be given a pseudo name instead? The committee agreed to use pseudo names. |
| **Snapshot Forms and Process** | susan yonker |
| info | Susan passed out a APR 2016-2017 form that showed the committee members how to access data and complete a snapshot in FormstackIf you would like to access a previous year’s Formstack, you would:* Go to the college website
* Click on Faculty & Staff
* Go to the IPRC Committee
* Click on Academic Program Review
* Click on the Academic Year and find your program

Please don’t hit submit until you are absolutely ready. Once you hit submit, you will NOT be able to go back and edit it. You can select save and review it before you select submit.  |
| **Other: Bring any questions or concerns you would like to discuss.** | susan yonker |
| info | * We are going to need to rewrite our by-laws to indicate that every other year or cycle that we will not have a Senate President-elect. What that means is that the Senate President-elect is a voting member according to our by-laws. Susan spoke with Andrew before our meeting and they both discussed having the immediate Past President be a voting member when there is not a President-elect available. The committee agreed to this change unanimously.
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| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:15 p.m.  |
| The next meeting will be September 21, 2016 from 1:20-2:10 p.m. in L 246. |