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| Academic Program Review CommitteeMinutes |
| October 19, 2016 | 1:20-2:10 pm | L 246 |
| Quorum = 4 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | Margie Stinson- School of Mathematics, 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 | James Spillers-Representative, Deans’ Council |
| ~~Emily Lynch Morissette-School of Business & Technology~~ | Vacant-HEC Representative |
| Erik Moberly- School of Counseling and Student Support Programs | Arnold Josafat-Instructional Support Services |
| Mark Meadows-Continuing Education | Vacant-Part-Time Faculty |
| Lynn Pollock-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. Everyone introduced themselves. |
| **Public Comment**  | Susan Yonker |
| discussion | * GO JAQUARS 6-0
* The Senate has approved a tentative infrastructure and Andrew and Randy are going to the Curriculum Committee tomorrow and get the committee to approve the creation of the Learning Outcomes Resource Committee (LORC). This committee would work to integrate SLOs more effectively into curriculum or curriculum analysis. There are two SLO Coordinator positions. One for CTE faculty and one for Non-CTE faculty that are in the hands of our friends at the District and Union to determine how they are going to figure that part out.
* There was an eLumen meeting on Friday, they are aware of the problems that we are having, and they are trying to fix it.
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| **Approval of Minutes from 10/05/16** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Chair’s Report** | Susan Yonker |
| info | FHP data in the Comprehensive Program Review: You will recall that we have two parts in the data component. One of those parts is Full-time Equivalency, Students, Faculty, and Ratio of Full-time faculty to students. The second part has to do with Full-time and Part-time ratios that need college averages. We do not actually have that data. The only entity that would have that information is Human Resources. Susan’s concern is how people are actually answering the questions. There was a suggestion to check with the Chancellor’s office. Tim Flood is in charge of reporting Faculty Obligation Number (FON number) to the state. There was a suggestion to find the average for the college and send it out to faculty to use. Linda Hensley’s idea was to use Data Dashboard and instruction ratios. For next year, we can anticipate for next time. We would provide the information in advance. ATC Committee: Susan went to the ATC committee on Monday. She was questioned about the information that they receive after the snapshot. The ATC committee only sees the 1,000-word rationale as to why a school needs a certain item. They do not actually see what the goal is. Sometimes they do not understand what the rationale is because it is connected to something that the writer thinks that the committee is going to see and they do not. The process in ATC is frustrating because the person who is making the request is not there to question. Sometimes they have to try to pull up data themselves in the midst of the prioritization process. Linda Hensley and Susan are going to be meeting next Monday to look at Formstack and figure out how to get them the form fields that they need to make an informative decision. It should be just a matter of what information we push out to them. We need clear guidelines from IT to know precisely what we need to put in our snapshot. Part of the issue is the prioritization system. There are certain items that should be automatic.  |
| **Reader Reports and Process** | Susan Yonker |
| Action | Each person in going to be in charge of doing four comprehensive reviews. None of them has come in yet. Susan will load them into BlackBoard on November 2nd. She will email this committee when they are ready to read. Each pair of readers will review the four reports. We will be meeting on November 9th to discuss any questions that you may have or if you disagree with anything. The readers report is actually shorter. To read the reviews on BlackBoard:* Log in to BlackBoard
* Go to My Organizations
* Go to APRC Committee (Susan will update the site to reflect this year’s assignments)
* Click on Comps By Team
* Susan will upload files that are in eLumen
* You then need to find your comprehensives and you will see what you need to read.
* Susan will post in the new Reader’s Report Form so you can download as many as you need.
* Once you have completed your report, then you will send it as an attachment back to Susan.
* After that, Susan will come up with a summary report from this committee.

APR Procedures Guide: Do not bother looking at it, because we will need to work on rewriting the instructions when we have more time in spring. Please keep in mind that we are not gatekeepers or judges. Where there is a “More Information Needed”, we want to make sure that the person has enough information to get their request through the committee. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:10 p.m.  |
| The next meeting will be November 9, 2016 from 1:20-3:10 p.m. in L 246. |