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| Academic Program Review CommitteeMinutes |
| april 19, 2017 | 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 |
| Vacant-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 |
| Lynn Pollock-School of Language, Literature & Humanities | Vacant-Part-Time Faculty |
| GUEST/s |  |  |
| **Call to Order/Approval of Agenda**  | Susan Yonker |
| Action | There was a motion to approve the revised agenda. The motion passed unanimously. |
| **Public Comment**  | Susan Yonker |
| discussion | * Congratulations went out to Emily for becoming the next Academic Senate President-elect.
* Congratulations went out to all the faculty who can get to their classes on time due to all of the construction that is going on.
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| **Approval of Minutes from 04-05-17** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Chair’s Report: Accreditation Update, SLO Update** | Susan Yonker |
| info | Accreditation Update: We are working on our supplemental follow-up report. The accreditation team members were happy with the interviews, but they wanted to make sure that by the time they go to the Commission in June, they have further evidence that we have done the things that we said were doing in those interviews. Susan is also working on the 3-Year Cycle Chart for fall, which she added to the agenda because Angie Stuart wanted it for the supplemental follow-up report as evidence that more of our programs are going to be engaged in describing their SLO cycle of assessment. This pertains to the questions in the comprehensive review. A third more faculty will be doing this in the fall. SLO Update: We are in the process of negotiating for our SLO Coordinators at this point. We need to talk here about making the SLO’s mandatory. Susan will put this on the next agenda. If we are going to do anything for APR forms, we only have two meetings to do it in. The comprehensive is good, as far as SLO’s are concerned. Susan will need input next time to decide if we should make SLO’s mandatory in the snapshot. Please check with your constituents and bring back your input next time. We finally have it in our contract that faculty are required to enter their SLO data. Therefore, we can revisit the question of making SLO data mandatory in the snapshot. It couldn’t be before because we weren’t even required to enter data by contract. The SLO optional language in the snapshot was definitely flagged by accreditation. It seems that the snapshot is designed to address your requests for resources. Could there be action steps where resources aren’t requested? The answer is yes. It is something that we need to give feedback on to the IPRC, so Susan will put this on the next agenda.  |
| **APR Deadline Procedures** | Susan Yonker |
| First read | Susan posted the revised document that she sent out with the agenda. Susan checked back with Linda Hensley about the level 3 is always due on November 1st, the level 2 is always due December 15th, and the level 1 is due February 1st. This has been the case for the past 5-6 years, so she feels comfortable putting it in the manual. The other two paragraphs, Susan responded to each input from last time and tried to revise it accordingly. There was a suggestion that instead of having calendar dates, to have it say the third Friday or the 2nd Tuesday. It would make more logical sense. Susan will run it by IPRC, but we are looking to restructure the entire program review process anyway. There was a suggestion to put an actual date as to when we will read late reviews that were submitted. Another suggestion was “we will read late reviews within a reasonable timeframe.” Susan is going to leave the first paragraph the same, because she doesn’t foresee the IPRC changing it for this fall. The last sentence in the second paragraph will be changed to The APRC will…The APRC will read late reviews within a reasonable timeframe and offer feedback will be put in the third paragraph.There was a motion to approve adding this to the IPRC handbook. The motion passed unanimously.  |
| **Snapshot: Formstack or Word?** | Susan Yonker |
| discussion | We had some concerns from the IPRC that the process is really bad when using Formstack documents at the dean level and VP level. Somehow, they couldn’t make heads or tails out of it. They want a better solution. The better solution would to be to have text boxes that are interactive, but we don’t have that in Formstack or Word either. We decided that we would probably look into switching back to Word for next year, instead of using Formstack for one more year. There will still be a lot of copying and pasting. Word seems to be easier to manipulate on the computer. Susan is working with someone in Linda Gilstrap’s office to convert what we already have in Formstack to see what it looks like. This includes the sequence, the questions, etc. Susan will bring a draft to our next meeting. The rubrics would very much be appreciated as well.  |
| **Business Object Dashboard Suggestions** | Susan Yonker |
| discussion | Everett is pretty happy with the idea of creating an app for program review. Instead of going to WEAVE or staying with eLumen, he would like to develop an app for program review. It would be our own module and he would make sure that there was enough support from IT and it wasn’t just limited to one person who can do it. He also said that he would prioritize making a program review module or app before SLO’s. IT also has a lot of confidence with Bob Stretch. They are moving from Data Dashboard that we have now to something called Business Objects (BO). Business Objects will be working with a programmer starting in May. Everett wants to know what dashboards to create first. In fall, he is hoping to have some of it functional and is there anything that you wanted to see added or changed? Susan passed out an iStrategy Program Review Dashboard List to the committee. It was brought to our attention that work experience classes aren’t included in program review. Another question was how are they going to be handling gender? It may be a good idea to have separate charts for DE. There was a suggestion to bring this back so we can check with our constituents to give feedback. In fall, we still need to tell people that they can have access to iStrategy dashboards, but Everett wants testers for BO dashboards. He said that iStrategy does have incorrect data. Everett said that some of the coding is off. It wasn’t maintained the way that it should have been. The programmer will be here through October.**Comprehensive Academic Program Review Cycle**: A few programs needed to be rearranged. Susan received an email from OIS to put everything together as one program review. Dionicio’s school should be ES. We will bring this back next time. Also, Nursing submitted five last time, so please think about how we want to handle that next time. Nursing programs are significantly different. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:10 p.m.  |
| The next meeting will be May 3, 2017 from 1:20 – 2:10 p.m. in L 246. |