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| Academic Program Review CommitteeMinutes |
| september 6, 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 |
| Emily Lynch Morissette- President-Elect | Dionicio Monarrez-School of Wellness, Exercise Science & Athletics |
| Eun Park-School of Arts, Communications & Social Science | James Spillers-Representative, Deans’ Council |
| Vacant-School of Business & Technology | Andrew Rempt-Instructional Support Services |
| Erik Moberly-School of Counseling and Student Support Programs | Vacant-HEC Representative  |
| Lynn Pollock-School of Language, Literature & Humanities | Vacant-Part-Time Faculty |
| GUEST/s |  |  |
| **Call to Order/Approval of Agenda**  | Susan Yonker |
| Action | The agenda was approved as presented. |
| **Public Comment**  | Susan Yonker |
| discussion | Welcome Back!!!! |
| **Approval of Minutes from 05/17/17** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Chair’s Report** | Susan Yonker |
| info | This semester, we will be reading program reviews. We need to make sure that we have a full weight of members to help read. It was decided that Andrew will represent ISS and Emily will be President-elect. We need a representative for Arts, Communications & Social Science, Business & Technology, HEC, and PT Faculty. |
| **New Data Dashboards** | Susan Yonker |
| discussion | Susan heard that at the end of spring, IT was going to prepare a new software that we will be using called Business Objects. Currently we use a system called iStrategy. Susan was told that in fall 2018 that Business Objects will be ready to launch. She also knows that flaws in the data in iStrategy are real. They are the result of coding issues from when they were very first built. If we use Data Dashboard, Dan Borges said that using that data would cause issues. Susan will take a look at the dashboards tomorrow. She is unsure on how long it will take to train people. We do not have a Director of Research, so we will be relying heavily on Susan, David Wales, and the help of IT to get the training ready. She is not sure what the timeline will be.There was a suggestion to put a disclaimer to say that there may be errors in the data and to make sure to take a look at it. There was a question as to how hard is it going to be to train an individual? Perhaps there can be a video made on how to use Business Objects. Susan will ask IT. Emily stated that Business Objects is going to be based on the same data as the Data Dashboard, because the code alignment has not been done as of yet. It should be done in the next two weeks. The information should be based on bad data as well. The professors have not sat down with the code alignment team yet. Hopefully the information will be correct going forward. What other sources of data can we access? All of the links that Randy put into the Form Stack from the Chancellor’s Data Mart, Cummings Reports, Advisory Board, Focus Groups, and some others can be used. There was a motion that we clarify in our forms that we will accept other sources other than Data Dashboard. You do not have to use iStrategy/Data Dashboard. There was also a suggestion to send out an email with links to the faculty with a sentence or two to ask that they look at other data sources. The motion passed. |
| **FHP Language in Comprehensive** | Susan Yonker |
| discussion | Susan’s concern is about what people have to do this year. Before we went away for summer, Susan should have handled this. People may have already downloaded the form. The #2 question asks: Over the last five years, what is your program’s average percentage of full-time, part-time and overload? This information would be available in the FHP data. Linda Hensley said it was last year. She stated that this question was not good. Right now we have the highlighted data on the form and Susan wants to replace it with the above question and repost it. If we update it in two weeks and people don’t answer that question, we need to keep in mind that they may have used the old question instead. Last year, people explained that they couldn’t answer the question. There was a concern about mandatory SLO’s. Susan asked that an email be sent to her about this concern and she will make sure to put it on our agenda so we can have a discussion as a committee. We may want to invite the SLO Coordinator to attend our meeting once we put it on our agenda.  |
| **2018 PR Task Force** | Susan Yonker |
| discussion | This was postponed. |
| **New Word Snapshot** | Susan Yonker |
| discussion | This was postponed. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:10 p.m.  |
| The next meeting will be September 20, 2017 from 1:20 – 2:10 p.m. in L 246. |