



Program Review Committee Minutes

Date 05/02/2018 Start Time 11:02 AM Adjournment Time 11:58 AM Location ULIB 640
 Type of Meeting Regular Special

CHAIR	Allison Thompson
SECRETARY	Kim Theodos
ATTENDEES	Jose Cordova (CBSS); Ron Hill (CHPS); Matthew James (CAES); Kim Theodos (CHPS); Ken Leppert (CAES)
ABSENT (EXCUSED)	Tina Mullone (Faculty Senate); Michelle McEacharn (CBSS); Lon Smith (UCC Chair)

Agenda

GENERAL ANNOUNCEMENTS		
Review of Minutes from meeting 3/8/18. Jose Cordova made a motion to approve the minutes as presented, Matthew James seconded. Motion approved unanimously.		
DISCUSSION TOPICS		
<p>As mentined in the March minutes, several amendments to the Program Review guidelines were suggested by the Chair to reflect current terms and practices. (Program Improvement Plan and VPAA or their designee) These amendments will be presented at the first Fall 2018 meeting for the members to review and approve.</p> <p>The Chair reported all Program Improvement Plans have been received (except 2) and reviewed by the applicable Dean as well as Dr. Pani.</p> <p>The committee considered the benefits and challenges associated with a 4 year review cycle versus a 5 year review cycle. The Chair reported no SACS or other regulations denoting specific or required number of years for review cycles. The committee discussed the benefits of moving to a 5 year review cycle. Jose Cordova made a motion to change from a 4 year to a 5 year review cycle for Program Reviews. Ken Leppert Seconded. Motion approved unanimously.</p> <p>After discussion, it was determined that program assignments for reviewers will be done at the first Fall 2018 meeting with the full committee present ideally.</p> <p>Discussion about the content of the rubric, data used by programs to support writing their review, use of appendices, and alignment of rubric with instructions was heard. Recommendation was made to include some Helpful Hints in the instructions for the Programs who will write the reviews. Ideas about informal mentoring for new review writers as well as fall meeting with program directors up for review were discussed. Kim Theodos made a motion to adjourn. Matthew James Seconded.</p>		
CONCLUSIONS		
The next meeting will be Fall 2018.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Updates to the Program Review Guidelines needed to reflect amendments discussed at this and March 2018 meeting. Helpful hints to be incorporated into Instructions for Program review writers	Allison Thompson	Next Meeting

Approved by committee/council chair Yes on 9/12/2018