



Ad Hoc Program Review Process Committee

Minutes

Date 09/24/2013 Start Time 2:00 PM Adjournment Time 3:10 PM Location Lib 414
 Type of Meeting Regular Special

CHAIR	Ron Berry
SECRETARY	Christine Strunk
ATTENDEES	Ron Berry, Lon Smith, Don Smith, Christine Strunk, Paula Thornhill, Neil White
ABSENT (EXCUSED)	Gina Biglane

Agenda

GENERAL ANNOUNCEMENTS		
DISCUSSION TOPICS		
1. Criteria for new program review were discussed. 2. Criteria for the administration of the program reviews were discussed.		
CONCLUSIONS		
1. The Ad Hoc Program Review Process Committee decided to require the Letter of Intent by the Board of Regents with a signature line for the College Curriculum Chair, the Dean of the College, and the University Curriculum Chair. 2. The committee members discussed the details of how to conduct program reviews. There will be a standing university committee made up of primarily by faculty overseeing the reviews. Program reviews would be by degree code. Program reviews would be conducted every 4 years, by faculty within the program, and with a data compiled over the last 4 full academic years. The target submission date would be Feb. 1. The review committee's report would be due by April 1, allowing for some time to get feedback from the program faculty.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Dr. Berry would type up an initial draft of the Program Review Procedures.	Dr. Berry	10/1/13
2. The next meeting was scheduled for 10/1/13 in Library 414.		