Members: Cindy DeLain, Thea Trimble, Nancy Morgan, Joni Jordon, John Boragno, Christian Anderson, James McDonnell, Jessica Figallo, Ryan Wullschleger (student), Dali Ozturk, Ahsen Baig, and David Robinson
Guest Emeritus: Ryan Barry-Souza

Agenda
April 1, 2014
4:00 p.m., LRC Conference Room

1. Call to Order

2. Approval of minutes (3/18/14)

3. Develop specific process/tools to assess the effectiveness of the new program reviews. Previous discussion - surveys, focus groups, random sample, and use of rubric – continued

4. Review manuals for “old” program review wording and forward suggested changes to appropriate councils/senates.

5. Last meeting for 2013-2014: May 6

6. Other
Meeting Minutes -Approved
Tuesday, April 1, 2014
LRC Conference Room
4:00 pm – 5:30 p.m.

Attendance
Members present: Cindy DeLain, Thea Trimble, Nancy Morgan, Christian Anderson, Ahsen Baig
Guest Emeritus: Ryan Barry-Souza, Joni Jordon
Absent: David Robinson, John Boragno, James McDonnell, Jessica Figallo, Ryan Wullschleger (student)

1. **Call to Order** - Cindy called the meeting to order at 4:10 p.m.

2. **Approval of minutes** – 3/18/14-Moved and approved with minor corrections.

3. **Develop specific process/tools to assess the effectiveness of new program review** - conduct a stratified sample of 5 program reviews per each area of Academics, Student Services, and Administrative Services. In addition, conduct focus groups with Dean’s Council, Budget Committee, and IPEC. Discussion of what criteria should be used in the assessment. Suggested that members, between now and the last meeting, review the PR instruction manual and pull out areas of the program review that can serve as criteria for the assessment rubric. For example, was achievement data utilized in the summary of Unit strengths? Did the rationale for the Action include supporting data from strengths, needs, and challenges. Our timeline is to complete a draft of the assessment tool by the end of this semester. There is time to complete the final tool prior to October 15. Suggested that individual Unit program review feedback surveys are uploaded to the Document tab of the template for easy access and timely completion.

4. **Review COS 2.0 manuals for “old” program review wording and forward suggested changes to appropriate senates** – “Timeline and Process for Institutional Program Review” on page 26 of the Integrated Planning Manual: Recommended changes were made and part of the approval packet for the new Program Review in November and December. Not sure if this was filed for a potential change will send it through again with other changes. Thea and Christian will revise page 24 of the Integrated Planning Manual. The majority of the verbiage refers to the old process. The flowchart on page 10 will be changed to insert the word Annual prior to Institutional Program Review and delete the last sentence in that paragraph. IPRC timeline is to complete and approve these recommendations in our last meeting May 6 and forward to Senates.

5. **Other**-Suggested that IPRC meet together with IPEC and Budget Committee once a semester to inform, clarify, and collaborate on the numerous overlaps in our directives. Cindy and Thea are meeting with the Budget Committee on April 24 and will make this suggestion. Cindy will bring it up to Jennifer as Co-Chair for IPEC.

Adjourned at 4:45 p.m.