Guest Emeritus: Ryan Barry-Souza

Agenda
September 2, 2014
4:00 p.m., LRC Conference Room

1. Call to Order

2. Approval of minutes (8/19/14)


4. Review draft 2 of IPRC audit form

5. Review PTA program review—example in connection with the audit form

6. 2014 Organizational Meeting Guide Agenda
   • Review IPRC operating procedures
   • Review revised Governance manuals (specific to IPRC)

7. Development of post PR survey to all participants

8. Meeting with representatives from Budget Committee and IPEC
Meeting Minutes - Tuesday, September 2, 2014
LRC Conference Room
4:00 pm – 5:30 p.m.

Attendance

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

2. **Approval of minutes** – 8/19/14-Moved and approved.

3. **Status of 2014 program review work sessions** – Work sessions for Administrative Area, 8/25 and Student Services area, 8/28 12 were completed. Approximately 12-15 in attendance. Specific questions and comments as well as one on one assistance provided....participant feedback was positive. The last session is 9/4 for Academic Services. It was decided that no further formal training would be scheduled though IPRC members are available for individual and small group assistance. At this point it is critical that the appropriate supervisor works with the units. Cindy is reviewing program review highlights in Management Council, Deans Council, and Academic VP/Deans meetings.

4. **Review draft #2 of IPRC audit form in relationship to Physical Therapy Assistant (PTA) program review**- minor changes made to the audit based on discussion. Thea will make revisions and forward to Cindy. This audit form will be distributed to administrators as a tool to review their units’ program reviews. In doing this exercise it was noted that the PTA program review requires some revisions in order improve the report related to the audit criteria. Cindy to work with the PTA faculty.

5. **2014 Organizational Meeting Guide**- reviewed changes to the three governance manuals. Suggestions made to the Integrated Planning Manual. Deleted the work “Annual” in reference to program review and change actions within the time line. Cindy will forward changes to the co-chairs of DGS for consideration.

6. **Develop post PR survey**- move to next agenda

7. **Other**- In the future develop Question and Answer section for our website

8. **Meeting with representatives from Budget and IPEC**- Schedule for beginning of November. Cindy to contact chairs of these committees to confirm date and time. Adjourned at 5:25 p.m.