

Instructional Program Review Committee

Minutes

Date: 10/13/17

Location: CFIE Conference Room

IPRC Member Name	Present / Absent	IPRC Member Name	Present / Absent
Julia Wendt (PR Coordinator, Chair, Secretary)	P	Ed Heaberlin	A
Claude Oliver	A	Chris Ohshita	A
Melanie Dube-Price	P	Ed Burg	P
Henry Young	P	Karen Tomlin	A
Jessica Gibbs	P		

1. Call to order / Take attendance; Meeting called to order at 10:15 am
2. Action Items:
 - Meeting minutes from 9/22/17 were approved.
3. Discussion Items
 - HY and JW gave a quick summary of take-aways from the Nuventive Conference in San Francisco. JW will obtain the presenter's PowerPoint slides so IPRC can review more closely. (PowerPoint slides show timeline for product releases and new product capabilities)
 - JG delivered a demonstration on important aspects of training for this year's PRAISE reports. Some key points include:
 - Not all program review updates were done on time.
 - For this term, primary communication is with department chairs or whoever they designed to work in TracDat for them. This year, no one will do comprehensive review, everyone did it last year, and there's no more cycle. Department Chairs and/or designated faculty are going to want to address three things (1) if they have anything to change or update in their narrative, they'll make a copy of the narrative and change the status to narrative has received a change since the comprehensive (allows JW the coordinator to run a report after the Dec. 1st to see which reports have been changed, and deans will know which reports to change. Since it's a copy, the original still exists in the queue and has the original as a reference.) (2) Review their goals and their resource requests, planning and augmentation module. Those goals and resource requests areas has status as well, where they can change it to they've made progress, no progress, or goal progress completed, and resource requests – that area also has

a status bar. (approved, not approved, etc). Then, in the planning and augmentation piece, made goals and resource requests for the goals. This section will help us start closing the loops – we don't show where we institutionally close the loops so this program allows us to track where we made a request and followed up on it - action point/impact can help show these changes over time to help close the loop. Programs can make goals under planning and augmentation. Should have at least change to goal confirmed by the dean, and prioritized. (Nuventive; JW needs to add more PRAISE CYCLES for drop down menus.) For program mapping, you can see that there's an automatic matrix, goals are routed through the program. Check marks are related to what they wrote in their program review. (3) ActionPoint – work with research office to get this year's data into action point and they can review a one year change if they want to. Either update the goal or say it's no longer a goal and create a new actual goal.

- Should also focus on getting the deans to communicate more with their faculty. Make an appointment with the deans and teach them all at once. Show them after Dec. 1st some report may have changed, they have their own guide on how to do reporting, and they may want to run reports again, and you will want to review what they put to their updates on their goals and determine how you can help them. Faculty feel like they do all this work and they don't feel their deans are communicating with them despite all their work.
- Update on TracDat/Improve 5.4
- Re-cap on Old Business
 - i. Sending out original Dept. Chair / Active Faculty users of TracDat Survey (it was re-sent and survey closes on Oct.31)
 - ii. Preparing the Tier 1 user survey for send out (Should be ready to send out Oct. 18th)
- Problems with Sharepoint (JW will clarify with IT what problem is)
- Discussion of Fall Timeline for Program Review
 - Messaging to different user groups?
 - Things Committee wants changed / updated
- Time for any/all current questions, comments, confusions, suggestions

Definitions:

IPRC- Instructional Program Review Committee

NIPRC- Non-Instructional Program Review Committee

PRAISE- Program Review, Allocation and Institutional Strategies for Excellence

OIER- Office of Institutional Effectiveness and Research

EDIE- Executive Dean of Institutional Effectiveness

FBPC- Finance, Budget and Planning Committee

FC- Facilities Committee

TC- Technology Committee

ASET- Academic Senate Executive Team