

# Instructional Program Review Committee

## Minutes

Date: 9/23/17

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	P	Chris Ohshita	A
Melanie Dube-Price	P	Ed Burg	A
Henry Young	P	Karen Tomlin	A

### **Action Items:**

- Nominate and elect a Chair: CO nominated JW, Committee voted JW as chair.
- Nominate and elect a Secretary: JW volunteered to be secretary, Committee approved.
- Survey for Tier One Users: JW will be emailing out the questions and committee can comment if anything needs to be added before survey is sent out.

### **Program Review Coordinator Report:**

- JW is working on the Fall schedule for training and setting office hours for training. Proposed schedule will be emailed to committee within next two weeks for approval.
- Online instructional videos will not be changed until more updates are made in TracDat (i.e. name change and some cosmetic changes). JW will re-record videos when changes are made.

### **Discussion Items:**

- CO suggested re-sending out the original department chair survey to see if more respondents can be reached (ideally, former 16 respondents would not be asked to respond again).
- Committee also suggested meeting location be switched to CFIE room with projector rather than be held in the CFIE Conference room. JW will put in request for location change.

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