

# **Instructional Program Review Committee**

## **Minutes**

Date: 02/22/13

Location: AC 5

Attendance: Jessica Gibbs, Marsha (DeeDee) Cole, Karen Tomlin, Pat Wagner, Theresa Shellcroft

Guests: Tim Johnston, Tracy Davis, David Gibbs

### **Discussion Items**

- Discuss the ACCJC response to the November 2012 accreditation visit.
  - Actions needed for follow-up report in October, 2013
    - Addendum to 2012 Annual Update-

The IPRC discussed the need for programs to document assessment results and implemented changes for program improvement for the 2012 fall, summer and spring semesters. In this past program review year, the Annual Updates were due when assessments were still occurring or programs were evaluating results from recently completed assessments. Therefore, “robust” discussion may not be evident in the 2012 Annual Updates. These reports may indicate the assessments were conducted, and will be evaluated in the upcoming year to implement changes needed at the course and program level.

The IPRC discussed creating a template that guides programs through these types of discussions of assessment. This document could be paired with the recently-submitted Annual Updates on SharePoint.

- Revisions to technical review-

The committee discussed adding a column to the technical review that indicates whether aspects of the report meets/exceeds ACCJC Standards or does not for feedback to the program. Also, the committee discussed adding the ACCJC standards to the Technical Review form for reference, as well as to the Annual Update and Comprehensive PRAISE templates.

- Other-

Committee members expressed concern over lack of communication from the TracDat coordinator and lack of dissemination of reports to programs as to the content of what has been entered for each program. Access to the data would be helpful in leading and constructing dialog about assessment.

A better mechanism of submitting assessments may be in order as well. TD indicated that a flow chart that outlines the official submission process would be useful. Faculty have been submitting assessments to various people without consistency. Department chairs may not even know if an adjunct, for example, submitted an assessment to the TracDat coordinator, and therefore not know if the assessment of a course has been fulfilled.

Identification of “program facilitators” for program review and the management of assessment within programs would also be helpful.

- Follow-up on programs that have not submitted a 2012 Annual Update

Anthropology, Theater Arts and Education Technology are the only three programs that still need to submit an Annual Update. Both Theater Arts and Anthropology have been in communication with the IPRC chair regarding completing their Annual Updates.

- The IPRC will work on the following tasks (but not necessarily limited to) for spring

2013:

- Create a template for assessment discussions that can be utilized by programs to report assessment progress, findings, changes implemented and results from “closing the loop”. The SLOAC chair will discuss this with the SLOAC as well.
- Assess the process of instructional program review at VVC.
  - Review the recently submitted Annual Updates and assess the completeness, compliance with ACCJC standards, and fulfillment of the purpose of instructional program review at VVC. The committee will report their findings to the Academic Senate president on its findings.
  - Survey the faculty to receive their comments and recommendations for the Annual Update process.
    - Revisions to the Annual Update based on the results of the survey.
- Offer training sessions for the comprehensive PRAISE report for Track A.
- Review the Comprehensive PRAISE document for technical issues, such as the difficulty in editing in the field boxes and lack of import ability for tables, etc. These issues should be fixed before Track A is requested to complete their reports.

