

# Instructional Program Review Committee

## Minutes

Date: 05/9/14

Location: AC 5

IPRC Member Name	Present/ Absent	IPRC Member Name	Present/ Absent
Jessica Gibbs (Chair, PR Coordinator)	P	Marsha (DeeDee) Cole	A
Deborah Chesser	P	Ed Heaberlin	A
Ed Burg	P	Donnell Thomas	A
Claude Oliver	P	John Reid	A
Patricia Wagner	P	Jennifer West	A
Karen Tomlin	P	Eartha Johnson	A
Theresa Shellcroft	P	Guest:	

### Action Items

- Approve minutes 3/14/14, 4/25/14 Y N

- Complete revisions to Annual Update  
Signature page reviewed-ok

Template reviewed- “student enrollment data” throughout to replace PREs. Revision of the Program Review handbook will reflect this language. VVC mission, vision and goals, and ILOs were added to the template; addition of fields for program missions/updates-should be aligned with College Mission. Revision of prompt for program's mission- added more specific questions. Discussion regarding recommending a Mission Statement at the dean/division level.

Discussion regarding deans meetings with division members to discuss division level summary, priorities and goals; discussion of deadlines-push forward a couple of months (December 1 to mid February)- concern with faculty not being here during summer. We need to continue to talk to other committees about this. JG will recommend another joint meeting with two PR committees and finance and budget (next September).

Handbooks: The committee members discussed keeping a joint (combined between the two program review processes) overview, but separate specifics. There would be two handbooks, but keep overview the same. Schedule another joint meeting for Fall to discuss.

Some additions made to Assessment sections; some editing to this section and throughout form.

- Adopt revised Annual Update Y N

## Discussion Items

- Attendance policy:
  - The committee previously discussed a policy of attendance at the 3/14/14 meeting. ASET has initiated a revision to the Senate by-laws and constitution. The committee membership removal section has become more descriptive (see Section 2: Removals in the proposed revisions from first reading at the 5/1/14 Senate meeting).
    - Discussion of importance of adhering to Senate by-laws and constitution as IPRC is a Senate committee
    - IPRC policy vs addressing attendance in the Handbook revisions

The IPRC will include in the revision of the Program Review Handbook that the attendance policy for this will adhere to whatever is adopted by the Senate.

- Report on program review workshops and comprehensive PRAISE training for STEM-JG  
JG met twice with STEM chairs and faculty to train on the comprehensive form. Will offer more training in the fall, as well as some workshops for the annual update. The Program Review workshops went very well. Most were videotaped and will be posted to the CFIE and the to IPRC webpages.

- Update on Budget Worksheet from FBPC?

PW reports that this hasn't come back up on the committee. Presented as a draft-will get back to it- don't want to disrupt process for those working on reports right now. Changes are for people who are filling it out, committee (FBPC) seemed to appreciate that.

JG will request a joint meeting for Fall.

Will look at budget workshop that Pearl created (for BSI) next time.

### 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