

Instructional Program Review Committee

Minutes

Date: 10/25/13

Location: AC 5

IPRC Member Name	Present/ Absent	IPRC Member Name	Present/ Absent
Jessica Gibbs (Chair)	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	A	Guest:	

Action Items

- Approve minutes 9/27/13- the minutes for 9/27/13 have not been completed and will be on the agenda for the next scheduled IPRC meeting.
- Collect Peer Technical Review results- final peer technical review results were collected. JG will aggregate data and write the report with the results and send to the committee for approval.

Discussion Items

- Discuss the peer technical review process: The committee had robust discussion regarding what was learned from the peer technical review process. The Peer Technical Review report was written by the chair and vetted to the committee for comment, and edits. The report is now lodged on SharePoint [here](#).
- Discuss revision of the Program List based on new discipline facilitator positions- the discipline facilitator positions are approved. The IPRC will work to revise the Program List to reflect this organization in the spring term.
- Other:
 - Budget Worksheet: The IPRC discussed revisions to the Budget Worksheet used in the process of program review. One revision includes organizing the worksheet by object code. Another is the division deans providing the roll-over information for the programs each year as well as the previous three years of budget activity for the programs in the division for planning use. Embedding the worksheet in the template itself, rather than having to submit the Excel file separately may also increase ease of use. The budget requests could also be distributed to the corresponding sections of the PRAISE report or Annual Update so that the justifications are paired with the requests. CO will work on a first draft and send to committee members for comment.