

Instructional Program Review Committee

Minutes

Date: 02/27/15 10:00 -11:30 am

Location: AC 5

IPRC Member Name	Present/ Absent	IPRC Member Name	Present/ Absent
Jessica Gibbs (Chair, PR Coordinator)	P	Chris Ohshita	P
Deborah Chesser	A	Josh Briggs	A
Ed Burg	P	Jason Shibley	A
Claude Oliver	P		
Karen Tomlin	P	Donnell Thomas	Remove
Theresa Shellcroft	A	John Reid	Remove
David Gibbs	A	Jennifer West	Remove
Ed Heaberlin	P	Eartha Johnson	Remove
		Guest:	

Action Items

- Approve minutes 11/07/15 Y N

Program Review Coordinator Report

- 2014 Instructional Program Review Inventory- The VPI sent out the inventory list showing programs which had and had not submitted Full Praise Report or Annual Update. Now that we are off sanction, the number of those completing the report by the deadline has declined. At this point, however, we're up to about 80% completion. The dean's deadline to complete their Tier 1 report is March 7, and if programs do not complete reports in a timely manner, they cannot meet it (or the reports may not consider those programs that have yet to post their report to SharePoint).
- Program Review workshop development for Spring 2015- JG will continue to offer workshops to assist faculty to complete their reports, especially those on Track C, who must complete the full Praise Report by Dec. 1. JG is working with the Office of Institutional Research to offer workshops in using data from the Chancellor's website and other sources for assessing instructional programs in program review.
- Development of "Committee" reports from 2014 program review cycle
 - Based on previous discussions regarding how the program review documents are used, we agreed to create "Parcel Reports" to send applicable parts of each document submitted to the following committees: Foundation, Senate Exec. Board, Office of Instruction, Facilities, Technology, Curriculum, SLOAC. This will facilitate each committee's access to the information it needs.

Once this process has been tested, we will review it and set it up electronically with help from Justin Gatewood and Ed Burg. We reviewed a draft of a cover page for each committee: paragraphs 1 and 2 are the same for all, but paragraph 3 contains information specific to each committee.

Discussion Items

- Committee membership
 - Chair reviewed membership list. Two members stepped down: Marsha Cole and Patty Jennings. The chair has requested to the Academic Senate Executive Board that the following be dropped from the membership list since they have not attended since Winter 2012: Donnell Thomas, John Reid, Jennifer West, Eartha Johnson. Senate will put out an all-call for new members.
- Committee charge- the IPRC reviewed and voted to continue with the charge as written.
- The committee discussed and agreed on the need for the following goals to be completed this Spring:
 - Program List Update- this will be done after the ratification of the reorganization of departments/programs per the CTA-District tentative agreement. After ratification the chair will send out an all call for revisions to the Program List.
 - 2014 Peer Technical Review and Report- Only two programs from STEM were reviewed in October 2014 due to lack of submissions for peer review. The IPRC will conduct a “post” technical review on the remaining PRAISE reports from STEM to complete the committee’s evaluation process.
 - 2015 Faculty Survey of the 2014 Instructional Program Review Cycle- JG will send out the survey to STEM
 - 2015 AP 6200 Survey of the 2014 Instructional Program Review Cycle- will be done after the AP 6200 process closes
 - Annual IPRC report- JG will begin working on this.
 - Continue to review and revise the Program Review Handbook
 - Goal: 1st read to Senate April; 2nd read to Senate May. The IPRC will review the revision draft at the 3/13/15 meeting and approve revisions at the 3/27/15 meeting.

- Continue Defining:
 - “Healthy Program”
 - Program “Improvement”
 - Future revision to the Program Review Handbook and program review templates for Annual Update and Comprehensive PRAISE should move toward instructional programs evaluating themselves based on “health” indicators and determining their status (deans currently so this at the Tier 1 level)

- Next meeting: March 13

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