

Instructional Program Review Committee

Minutes

Date: 02/28/14 10:00-11:30am

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	A	Ed Heaberlin	A
Ed Burg	A	Donnell Thomas	A
Claude Oliver	P	John Reid	A
Patricia Wagner	A	Jennifer West	A
Karen Tomlin	P	Eartha Johnson	A
Theresa Shellcroft	A	Guest: Paul Toning	

*Very bad weather today. Few committee members were in attendance.

Action Items

- Approve minutes 11/22/13- did not have a quorum.
- Elect Chair for IPRC- in light of the current IPRC chair being appointed to the new Program Review Coordinator position for the 2014 year, the committee will hold an election for chair. - did not have a quorum.
- Note-taker for meetings- did not have a quorum.

Discussion Items- with only three committee members in attendance, wach of these items were brefiely discussed and will be on the 3/14/14 agenda.

- Update on December 1, 2013 program review report submissions
- Committee attendance guidelines
- Progress on Midterm Report to ACCJC- JG
- Program Review Coordinator- role and responsibilities- JG
- IPRC Chair/PR Coordinator meetings- JG:
 - Facilities Committee Meeting 1/10/13

- Documents for accreditation reporting
 - Use of PRAISE by FC
 - Cabinet recommendation forms and recommendation flow; alignment with FBPC processes
 - Creating an annual report for FC using PRAISE template
- Technology Committee Meeting 1/23/14
 - Documents for accreditation reporting, including thorough meeting minutes
 - Use of PRAISE by TC
 - Cabinet recommendation forms and recommendation flow; alignment with FBPC processes
 - Creating an annual report for TC using PRAISE template
- With OIER 2/18/2014
 - Upcoming planned presentations/workshops:
 - Data Integrity- OIER to present
 - Mark Clair and Jennifer Larriva
 - 4/22/14 1:30-3:00
 - Virginia Moran to book room and hospitality
 - Program Review and Educational Master Planning- connection of PR with EMP. How to reference the EMP during program planning.
 - Virginia Moran; Aviation and Auto (John Sweet and Lee Bennett) may have good examples
 - 4/11/14 10:30-Noon
 - Virginia Moran to book room and hospitality
 - **Discussion notes: we need an example from each division**
 - Program Review and Accreditation
 - What do the Standards mean? What do the Standards require us to do? Continuation of quality and improvement.
 - Jessica Gibbs 5/13/14 1:30-3:00
 - Virginia Moran to book room
 - Using student enrollment and assessment data for program improvement
 - OIER
 - 5/2/14 10:00 – 11:30am
 - Virginia Moran to book room and hospitality
 - ASET- hiring process, data use
 - Mark Clair and Jessica Gibbs- presented to ASET on 3/4/14
 - Using instructional PRAISE and Annual Update to provide reports to:
 - EMP
 - Technology Committee
 - Facilities Committee

- Academic Senate (hiring)
- Annual Assessment Report (SLOAC)
 - IPRC will finalize the comprehensive PRAISE and Annual Update templates and send to VM. VM will set up to pull info for the above to generate reports. The templates will be implemented for the 2014 submission year (Budget Year 2015-2016) for which reports are due December 1, 2014. Reports for committees, Academic Senate and Annual Assessment Report will be generated in the beginning of 2015.
 - Timeline for program review for next cycle
- With EDIE and NIPRC chair
 - Arthur Lopez is the new NIPRC chair
 - EDIE is working on inventory of NIPR that were turned in Feb 3, 2014
 - Academic deans are currently working on Division Summaries
 - Suggestions from recent accreditation team report
 - NIPRC will perform technical review late March/early April
 - Joint meetings with NIPRC- early May. Discuss process, what we've learned and what needs to be done for 2014-2015 year.
 - Joint meeting with FBPC for this term
- Documents for revision this term
 - Program List for Budget Year 2015-2016 (draft to be developed)
 - Comprehensive PRAISE (see draft)
 - Annual Update (see draft)
 - Division Summary- signature page for instructional programs to sign off that they had input to the summary (to be developed)
 - Program Review Handbook- (to be developed; to split or not to split)
- Faculty Survey for Comprehensive PRAISE- Track A
- Update on Budget Worksheet- CO
- Other
- Next Meeting: March 14, 2014, 10:00-11:30, AC-5

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