

# **Instructional Program Review Committee**

## **Minutes**

Date: 5/10/13

Location: AC 5

### **Action Items**

- **Compile 2011 PRAISE report and 2012 Annual Update assessment rubric scores-** not all members of the committee have completed this task.
- **Draft a survey for shared governance and Academic Senate committees to provide feedback regarding the Annual Update process.** An initial draft was presented by the chair and the committee members will consider the draft and bring comments to the next meeting.
- **Review and edit Annual Update and Comprehensive PRAISE templates for the 2013 submission year.-** the committee members made edits to the Annual Update form based on comments received from faculty in the Annual Update Survey. Also, based on initial reviews of the 2012 Annual Updates, some of the “no” checkbox options were removed to require faculty to discuss crucial information that should be provided on a yearly basis. The committee felt that the comprehensive PRAISE template was still appropriate. The committee did insert the prompt for the SLO/PLO Dialog form to be pasted into the report. Some of the redundant prompts to the Dialog form in the template were removed.
- **First draft of revision to the Program List based on new definitions of instructional programs.-** The committee discussed creating a flowchart indicating the groupings of the

programs with facilitators under leadership of chairs. A revised Program List spreadsheet was also started to show these groupings.

### **Discussion Items**

- **Program Review Assessment- report for Academic Senate-** because the committee has not yet finished compiling the scores from the 2012 Annual Updates, there is nothing yet to report. The committee will continue to work towards this goal.