

# **Instructional Program Review Committee**

Minutes

Date: 5/24/13

Location: AC 5

## **Action Items**

- **Compile 2011 PRAISE report and 2012 Annual Update assessment rubric scores-** the committee members have not yet completed this task and will continue to work towards completion by the start of the fall 2013 term.
- **Draft a survey for shared governance and Academic Senate committees to provide feedback regarding the Annual Update process.-** the committee finalized the survey and agreed that it should be sent to Academic Deans and Shared Governance committees. JG will send the survey out at the start of the fall 2013 term.

## **Discussion Items**

- The committee discussed the possibility of making an example PRAISE report for the Track A programs to view in the fall term. This can be an action item for the fall term.
- The committee discussed the possibility of designing a Dean's summary template. The committee is concerned about the use of the instructional program review reports by division Deans. There was discussion of some Deans not even including department chairs in a discussion for prioritizing budget requests based on the needs of the programs. Also, the quality of the division summaries, which are considered by the FB&P committee is of concern. The committee also would like to see a signature page (for the

Dean and the Chairs) to the division summaries indicating that there was collaboration between the Dean and the chairs for prioritizing requests. Also, the IPRC would like to construct a rubric to assess the quality and completeness of the division summaries.

These can be action items for the fall term.

- The committee also discussed adding a signature page to the comprehensive PRAISE and Annual Update documents to indicate inclusion of faculty participation in the reports. Considering total cost of ownership for needs of the department was also discussed.

These can be action items for the fall term.