

# Instructional Program Review Committee

## Minutes

Date: 09/12/14

Location: AC 5

IPRC Member Name	Present/ Absent	IPRC Member Name	Present/ Absent
Jessica Gibbs (Chair, PR Coordinator)	P	Marsha (DeeDee) Cole	P
Deborah Chesser	P	Ed Heaberlin	P
Ed Burg	P	Donnell Thomas	A
Claude Oliver	P	John Reid	A
Patricia Wagner	A	Jennifer West	A
Karen Tomlin	A	Eartha Johnson	A
Theresa Shellcroft	A	Guest: Foundation Board Members	

### Action Items

- Approve minutes 5/9/14 Y N  
With edits
- Official Chair election 2014-2015
  - JG nominated and seconded. Accepted nomination. No others nominated. Vote: unanimous.

### Discussion Items

- JG presented the CFIE Program Review page and Senate Program Review page to committee that was created through the summer and early fall.
  - Resources, documentation and electronic submission for Program Review
- Revision of the Program Review Handbook- most of the meeting was spent reviewing the handbook and identifying changes that needed to be made. JG will incorporate the changes and bring to the committee for another review on 9/26/14.
- Fall PR workshops:
  - JG will be holding several program review “workshops” where faculty, either for Annual Update or Comprehensive PRAISE, can receive assistance. Dates will be sent to the faculty soon.
- “Tier 1: Program Summary of Budget Justification” forms- Senate President, Past President and Vice President met with Dean Luther, Dean Williams and Dean Moran regarding this form over the summer. The deans categorize instructional programs through program review

as “improvement”, “continue” or “expand”. The department chair/facilitator signs the form. This committee will discuss how to better inform the faculty about the Tier 1 process and their role. The chair/facilitator should be knowledgeable on how to have the discussion regarding their program’s categorization and what it means for the future of their program and for planning.

- Set date and time for Peer Technical Review- STEM
  - The committee will retreat on **October 17<sup>th</sup>** at 4:30pm at Ed Burg’s house (check with Ed Burg).

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