

Instructional Program Review Committee

Minutes

Date: 12/14/12

Location: AC 5

Action Items

- Annual Update
 - PRARs- the area representatives will contact those programs that have not submitted an Annual Update and offer assistance
 - IPRC review of this process- the committee will draft and administer a survey to the faculty to review the Annual Update process in the spring 2013 semester.

- Program List and Early Alert forms for PRAISE 2013, Track A
 - The committee members will send out Early Alert forms before the end of the fall term to those programs in Track A
 - Moving a program from one track to another- Dean Williams will be contacted (by JG) to see if ESL credit can be on a separate program review tract than ESL non-credit.

- Spring meeting schedule
 - IPRC regular meetings will continue to be second and fourth Fridays from 10-11:30am in AC-5 (unless otherwise determined)
 - Joint meetings- JG will contact the FB&P Committee chair to discuss joint meetings for the spring semester. The IPRC recommends once per month, alternating between the two committees' scheduled times/dates.

Discussion Items

- Discuss a categorized planning form for programs to use when developing their prioritized budget requests for the Budget Worksheet- KT will draft list of items that may need categorized for the budget worksheet. The committee will discuss this further in the spring meetings and make a recommendation to the FP&B committee.