Instructional Program Review Committee

Minutes

Date: 11/17/17
Location: CFIE Conference Room

IPRC Member Name	Present / Absent	IPRC Member Name	Present / Absent
Julia Wendt (PR Coordinator, Chair, Secretary)	P	Ed Heaberlin	P
Claude Oliver	P	Chris Ohshita	A
Melanie Dube-Price	P	Ed Burg	A
Henry Young	A	Karen Tomlin	P
Jessica Gibbs	A		

1. Call to order / Take attendance; Meeting called to order at 10:00 am

2. Action Items:

   ➢ Meeting minutes from 10/27/17 were approved.
   ➢ Vote to extent Program Review Deadline from December 1st to December 15th. Motion passed. JW will notify Department Chairs & Designated Faculty immediately.

3. Discussion Items

   ➢ Update on how TracDat/Improve Training is going
      o Trainings have been well attended and some faculty have been scheduling individual sessions.
   ➢ Review the responses from the Tier 1 user survey and the Dept. Chair user survey
      o Full committee is not in attendance to discuss. Once more fully discussed, JW will post the survey outcomes in SharePoint 10.
   ➢ Begin / or Discuss edits for the Instructional Program Review Handbook
      o JW will start the edits and then sent vis-à-vis email for committee to begin making necessary edits.
   ➢ Discussion on how to prepare Deans and Tier 1 users for Program Review updates/edits. Consensus asked that JW and CO or JG be present at next Dean's meeting to give overview of this year's process and what is required from them.
   ➢ Discussion over moving up IPRC timelines for submission dates to allow more time for Peer Technical Review and more engagement from Tier 1 users.

Meeting adjourned at 10:55 a.m.

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