

# **Instructional Program Review Committee**

## **Minutes**

Date: 09/13/13

Location: AC 5

### **Action Items**

- **Approve minutes from 5/10/12 and 5/24/13.-** Approved for both meetings.
- **Compile 2011 PRAISE report and 2012 Annual Update assessment rubric scores.**

Faculty are still working on this item and will bring scores to the next IPRC meeting.

### **Discussion Items**

- Handbook update:
  - ILO prompts- The IPRC will consider prompts for the Annual Update and Comprehensive PRAISE templates that require programs to address areas for improvements based on ILO test results.
- **Discuss IPRC Chair report draft**
  - The draft is in its fourth version. The chair will add the results from the IPRC Survey to Deans and Shared Governance committees after the survey closes today and send the fifth draft out to IPRC members.
- **IPRC Annual Update survey**
  - This survey closes 9/13/13. The chair will distribute the survey results to the IPRC members next week. This will be a discussion item for the 9/27/13 meeting.
- **Full time : Part time HASS spreadsheet for 2013 Comprehensive PRAISE**

- Faculty in the HASS division have noted concerns in the spreadsheet. HR has noted that the spreadsheet was based on payroll information. More concise information may be obtained from the IR Office.
  - Ed Burg has volunteered to represent this spreadsheet graphically for faculty.
  - Other divisions- the committee is still waiting for Human Resources to produce the report.
- **Agenda items for the fall 2013 term:** The IPRC have listed the following goals for Fall 2013:
- Complete the Peer Technical Review process on the Track A Comprehensive PRAISE in October
  - Request to ASET: Call for more faculty members on the IPRC
  - Incorporate ILO prompts into the program review reporting templates
  - Complete a second revision to the Program List pending approval of the Facilitator positions that have been stopped by the District
- Upcoming ACCJC visit
- Steering committee activity on Recs 2, 3 and 6
- Other:
- The timeline for the program review has been problematic. One issue has been that the data from the IR office has been delayed and has not yet been posted for faculty. With an October 1 due date for drafts to undergo peer review it has caused the process to be delayed. The committee has discussed either moving the final due dates to after the Winter break, and thus the draft due dates to November to accommodate the programs analysis of data. Another option is to change the

cycle of data to Su, F, W, SP rather than the current F, W, Sp, Su. The chair will discuss the latter with the IR Office. Additionally, the Dean division summaries reached the FB&PC late in the year, thus pushing back budgeting decisions.

Programs are still waiting to receive their allocations.

- It has been noted that faculty voice on the FB&PC have been drowned due to the dis-proportional representation of faculty. The Academic Senate has also discussed withdrawing from this committee. The IPRC will consider more joint meetings with FB&PC this year.