Program Review Committee Joint Meeting

Mintues

Date: 9/14/12 10:00 – 11:30 am

Location: AC 4

Discussion Items

- 2011 PRAISE revision 10 + 1 + 1 Checklist- progress report by Jessica Gibbs
    - 38 of the 46 Instructional PRAISE have been completed. JG has had contact from many of those that remain and anticipate that the remaining will be submitted.
    - Revised PRAISE reports from the 2012-2013 budget year of housed under the "Program Review; Instructional" folder on SharePoint
    - JG will coordinate with Justin Gatewood to have these reports posted to the Academic Senate's Program Review page once all of the revised documents are received

- Program Review evaluation process (survey)

    - VM provided results of the surveys that have been submitted. Responses are very favorable in regards to communication and training workshops provided by the committee for the revision process of the PRAISE documents.
    - The committee will continue to offer this type of support in future PRAISE report and Annual Update processes.

- Handbook (Passed by Academic Senate on 9/6/12)

    - JG will post the Handbook and related documents and templates to the Academic Senate's Program Review page
    - Roll out Annual Update (AU)

        - The committee discussed electronic communication to faculty for this process. Data from the Office of Institutional Research will be available for AU next Friday (9/21/12).

        - Support by IPRC

            - The IPRC will hold training/orientation workshops as follows:

Day	Date	Time
Tuesday	September 25	10:30-Noon
Friday	October 5	1:00-2:30
Tuesday	October 9	10:30-Noon
Thursday	October 18	2:00-3:30
Friday	October 19	10:00-11:20

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Action Items

➢ Welcome new members- The Academic Senate leadership is currently confirming and recruiting membership for shared governance and Academic Senate committees. This committee may have new members at the next meeting.

➢ Fall 2012 Meeting Schedule- 2nd and 4th Fridays from 10:00-11:30 am in AC 4

➢ Technical Review Rubrics- instructional- final changes were made to the rubric. The committee adopted the rubric. JG will post to SharePoint.

➢ Early Alert Notice for upcoming program review track- final changes were made to the Early Alert Form. The committee adopted the form. JG will post to SharePoint

➢ Identify PRARs- the committee will identify PRARs in the next meeting.