

# Instructional Program Review Committee

## Meeting Minutes

Date: 10/26/12

Location: AC 5

IPRC Present: Jessica Gibbs, Debbie Chesser, Karen Tomlin, Pat Wagner, Claude Oliver, Ed Burg, Theresa Shellcroft

NIPRC Present: Mark Clair, Tim Johnston

### Action Items

- Finalize changes to the PRAISE rubric (attached)
  - The committee members did a final revision to the Instructional Peer Review Rubric. Adoption of the rubric will be an action item for the next meeting.
- Definitions of Programs at VVC
  - Evaluate for possible revision.
    - The committee discussed factors that contribute to the definition of a program as well as factors that contribute to the Program List. The following is a list of identified factors and discussions.
      - The current definition of an instructional program states “any discipline”, yet the Program List contains groups of disciplines. The program definition could be changed to, “any discipline or group of similarly related disciplines...”, which would help to align the definition with the Program List.
        - Some disciplines are taught only by adjunct and grouping the disciplines with a related discipline provides the inclusion of a “department chair” that may assume the responsibility of writing the PRAISE report and related Annual Updates
      - Multiple discipline groups face obstacles such as identifying which budget account requests for funds will be placed in.
        - Disciplines are categorized by TOPS codes through the state. Currently, the way disciplines are grouped because of the Synergy Project, TOPS codes are unrelated.
        - Some individual disciplines have requested to be separated out of a group and perform their own evaluations of their program, but do not have their own budget codes.

- One solution may be to work in conjunction with the Finance, Budget and Planning committee to revise the Budget worksheet such that it includes a column to identify a budget code for which the funds would be placed for programs with multiple disciplines.
  - Another solution is to work in conjunction with the Finance, Budget and Planning committee to assign budget codes to disciplines that do not have one that would like to so that they may perform their own program review.
- The committee agreed that a joint meeting with the Finance, Budget and Planning committee would be very beneficial in resolving some of the obstacles to improving the effectiveness of program review and the organization of the Program List.