Program Review Meeting Notes

11/4/2014

Members Present: Kate Pluta, Kristin Rabe, Meg Stidham, Kimberly Nickell, Diane Allen, Sue Vaughn, Jennifer Johnson, Michael Self

Next Meeting: 11/18

**Review/approval of minutes:** Motion was made by Sue Vaughn, seconded by Diane Allen to approve the minutes from 9/9, 9.23, 10/21. Motion passed.

General Information:

* The report from PRC is due 11/12. Kate will request an extension to 11/24 from the President.
* Spring agenda will feature developing a plan for the roll out for General Education using the integrated program review model
* Additional program reviews have been submitted (Economics, EIT, History, Foundation). Some still have not been submitted ( Student services, athletics, Financial Aid, Theater Arts, Administration of Justice)

**Discussion of common themes found in this year’s program review**

* ISIT form: Kristin pointed out that for departments that share equipment, we need instructions to submit one request (nursing and Rad Tech share a computer lab and both submitted requests for the same services) It can appear as though there are two different requests and is confusing.
* Technology disparity in facilities was mentioned a few times but not as often as last year.
* There seemed to be a trend towards apathy related to completion of the pogrom review and its value to the institution
* Conclusions were not in depth.
* Outlier themes: #1 the lack of meeting space along with scheduling of facilities. There isn’t a way to see how many a room can accommodate, nor determine room availability without requesting and being denied. #2 there isn’t a process to request equipment.
* From a few CTE areas, there were comments regarding how VTEA funds were utilized and what was allowable use of funds.
* Some areas requested faculty , staff, and/or increase in budget in order to be able to do their job. No other justification provided. (Does this mean that they can’t do the job if the request is not granted?)

**Process issues**

* Inaccurate list of certificates and degrees
* Naming of programs
* Incentive for on time submission, yet no penalty ofr late items (However, ISIT deducts point for late submissions)
* Need to add a date when submitted to the Dean. Some may have been submitted to the Dean, however not forwarded to the committee on time. Or, the author submitted to the committee, bypassing the Dean.
* Provide more instruction on submitting a thorough justification for ISIT requests.

**Suggestions**

* Develop a checklist that allows for the ‘x’ in the appropriate space.
* Remove all old forms from the site – only keep the most recent form available for completion.
* Suggest including training/directions to write the conclusion as though it were an abstract.
* Suggest that a written policy be developed for out of cycle retirement/terminations.
* The assessment section could have additional instructions.
* Post examples of effective justifications, trend data analysis, etc.
* Due to Chair changes, train FCDC in the Spring using faculty who submitted model program reviews as the trainers.