Program Review Meeting, Feb. 26, 2020

Prepared by Nadiyah Taylor

**Attendees**: Burks, Keller, Nakase, O’Herin, Thormoto, Taylor, Lauffer, Mattern, Spirn (and new person)

**Minutes**: Approved minutes from 1/22 & 2/12

**Division summary process:**

1. SLPC & BHAWK did not have much time to discuss due to the full agenda, but offered to have people to give feedback via email. There was a similar process in STEM. A&H held a discussion on recommendations.
   * There is a publicity issue about how Program Review has affected things on campus - how they are impactful to students or made a change on campus?
   * Put something on the website
   * Request that college council reference the program reviews in their decision making
   * Do the program reviews get used enough to make them worth the effort?
     1. Deans use them - keeps them informed on their programs
     2. Programs work together to make plans
     3. IPEC use them
     4. How does it change our program? Class times? Offerings?
     5. Get new administrators up to speed; institutional memory
2. How can we improve this process for the Division summary? Perhaps suggest that the focus be on the recommendations.
3. What is the goal of this discussion at the Division level?

* Provide feedback for the Dean in case there is a need for revision
* Provide awareness of of what is in the Division Summary (people may not read otherwise) can see how their program was reflected, what the Dean did and to close the the whole Program Review process
* There was a suggestion to have the committee go to each division and present. Or, to have the program review committee representatives share the division summary.
  + Time is really short at the division meeting (only 1 hour)
  + Dean’s have to think about what has to be communicated at the meeting, also need to have some consistency between what the Dean’s are sharing
  + Can some of the updates be given in written form at the start of the meeting and then ask the group which they have questions about?
* There was not much reaction to keeping the fall deadline for program review the same, although there was a sense of resignation.
  + There is simply a lot of paperwork to get done; people feel exhausted. Look at a calendar of processes (IPEC or College Council). Need some thoughtful calendaring of processes
  + RAC committee will work with Karin on language to refer to either past, current or upcoming program review
  + Need to contact Faculty Hiring Prioritization committee
  + Look at the shared governance org chart to start this process
  + Next meeting: brainstorm the ways that program review is being used; publicity steps and content

1. IPEC Review of the Program Review Process
   * This committee is working on a plan to evaluate the effectiveness of the program process this year
2. Equity Questions
   * Tabled until Sean is available
3. DE questions
   * Would be in keeping with what we’ve done in the past to include these questions
   * Should we recommend the suggested questions be done as a survey? Update the question?
     1. Make broader issues of course designs
     2. Equitable supports for students
   * Original suggested question:
     1. How does the department ensure that all DE/Hybrid curriculum content and course design meets accessibility requirements.
     2. Does the department/ LPC have the necessary training/support (e.i., FT accessibility specialist) to meet this need?
   * Maybe this can be a section where data is captured via checkboxes - list areas of challenges with an optional comment box
   * Can the survey happen first (target DE instructors) and then have the data available for the writers of the program review? Can he share his current data with programs?
     1. Reflect on your survey data
     2. Would your program benefit from...
   * Will the coronavirus make it required for more people to be able to teach online?
4. Time estimates
   * Can we actually cut it down?
   * Maybe we shouldn’t need to take as much time
   * Fear about important items not being included
   * People want to tell their stories
   * Maybe the Dean’s can say “this is all I need”
   * At-risk programs may be spending a lot of time on it
   * The division summary is the place for the committee to look at - brainstorm how to connect programs with their Deans so they can give help to the divisions
     1. Maybe the readers work with the deans on recommendations only, summary conversation; top accomplishments, priorities, what can we do without any additional resources? = division summary
        1. Leave with executive summary and recommendations: add back in the idea of something that wasn’t a theme/priority but was important - Karin check with Deans and IPEC
     2. Deans then meet with programs in their division (individually or in groups) after the summary is turned in. Programs can opt out but Deans reach out. Karin will meet with Deans to assess their feelings on this
     3. Next meeting - work on a process for this
5. Template
   * Karin will bring a mock-up of the template next time