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| Academic Program Review CommitteeMinutes |
| november 5, 2014 | 1:00-1:50 pm | L 246 |
| Quorum = 5 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | Thomas Murray, School of Social Sciences, Business & Humanities |
| ~~Andrew Rempt, AS President-Elect~~ | Mark Meadows-Representative, Deans’ Council  |
| Vacant-School of Arts & Communications | Vacant-HEC Representative |
| Vacant-School of Continuing Ed., Economic and Workforce Development | Arnold Josafat-Instructional Support Services |
| Maya Bloch, School of Counseling and Personal Development | Nicolas De Meo-Part-Time Faculty |
| Walt Justice, School of Health, Exercise Science, Athletics & Applied Technology | Randy Beach, Resource IPROC Coordinator |
| ~~Lynn Pollock-School of Language & Literature~~ | ~~Veronica Burton, Resource Articulations Officer~~ |
| Margie Stinson, School of Math, Science & Engineering | ~~Linda Hensley, Resource Office of Institutional Effectiveness~~ |
| GUEST/s | Patti Flores-Charter, Academic Senate President | Elisabeth Shapiro |
| **Call to Order/Approval of Agenda**  | Susan Yonker |
| Action | The Meeting was called to order at 1:00 p.m. There was a motion to add Business Comprehensive Review to the agenda and second. Approval of agenda with amendment; M/S/C. Approved unanimously. |
| **Public Comment**  | Susan Yonker |
| discussion | * People are happy that they are done writing Program Reviews.
* We are learning the process for Program Review, but feel that people are starting to take it more seriously.
* IPRC is planning on talking to different committees about revising the Comprehensive Review for next year.
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| **Approval of Minutes from October 15, 2014**  | Susan Yonker |
| action | Approval of minutes from 10-15-14; M/S/C. Approved unanimously. |
| **Business Comprehensive Review** | Susan Yonker |
| discussion | There was a motion to accept the Business Comprehensive Review as on time and was second. Elisabeth Shapiro explained why part of the document was late. There was miscommunication between Elisabeth and Mark Meadows regarding who would submit this and what was submitted by the end of the deadline. The motion passed with one abstention.It was mentioned that there were two versions of Comprehensive Master documents that are going around campus. One document said that the document has to be hand signed, dated and delivered by hard copy the first week of November. The other document just says to type your name, the date and submit it by December. Susan was happy to announce that all of the Comprehensive Program Reviews have been submitted. She also stated that we are missing a few snapshots.  |
| **Updates: Snapshot Rubric and IPRC; Comprehensive** | Susan Yonker |
| discussion | Snapshot Rubric and IPRC: We want to create a rubric so that we give faculty a clear guideline of what is expected of them. Online Program Review: We are basically looking at five different ways to move to Online Program Review: Trak Dat, Task Stream, eLumen, and one home grown from College of the Canyons, and possibly making one ourselves. We are backing away from the two home grown ones, because we don’t have the IT support to either take what College of the Canyons has or the manpower to create a home grown version. We already have the software packet for eLumen and they are willing to work with us to put together a Program Review module with our input. It was stated that Trak Dat and Task Stream costs $30,000 to $80,000.Comprehensive: We are going to be changing our comprehensive in spring to go along with the new ACCJC standards.  |
| **Reader Report Rubric** | Susan Yonker |
| discussion | Susan passed out the Reader Report so that this committee could take a look at the components. |
| **Other** | susan yonker |
| discussion | Make sure to chat on BlackBoard if you have any questions on Program Review. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 1: 50 p.m.  |
| The next meeting will be November 19, 2014 from 1:00-1:50 p.m. in L 246. |