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| Academic Program Review CommitteeMinutes |
| November 9, 2016 | 1:20-2:10 pm | L 246 |
| Quorum = 4 members |
| note taker | Angie Arietti |
| Attendees | Susan Yonker, Chair AS Vice President | Margie Stinson-School of Mathematics, Science & Engineering |
| ~~Patricia Flores-Charter-Past President or President-Elect~~ | Dionicio Monarrez-School of Wellness, Exercise Science & Athletics |
| Eun Park- School of Arts, Communications & Social Science | James Spillers-Representative, Deans’ Council |
| Emily Lynch Morissette-School of Business & Technology | Vacant-HEC Representative |
| Erik Moberly- School of Counseling and Student Support Programs | Arnold Josafat-Instructional Support Services |
| Mark Meadows-Continuing Education | Vacant-Part-Time Faculty |
| Lynn Pollock-School of Language, Literature & Humanities | ~~Linda Hensley, Resource Office of Institutional Effectiveness~~ |
| GUEST/s |  |  |
| **Call to Order/Approval of Agenda**  | Susan Yonker |
| Action | The Meeting was called to order at 1:20 p.m. The agenda was approved as presented. |
| **Public Comment**  | Susan Yonker |
| discussion | * Susan was thanked for doing such a great job with the Academic Program Review Committee.
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| **Approval of Minutes from 10/9/16** | Susan Yonker |
| action | The minutes were approved as presented. |
| **Chair’s Report** | Susan Yonker |
| info | Susan chose to dedicate this time for program review. Someone asked if all the program reviews were turned in on time. The answer is no.* Counseling PD’s Program Review did not come in.
* Automotive Technology’s Program Review did not come in.
* Recording Arts and Technology’s Program Review came in late. Susan received it one day after the deadline. There were no action steps in Form Stack.
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| **LNT-LA-SES Snapshot** | Susan Yonker |
| Action | The snapshot was turned in late. There were problems with the action steps and not the comprehensive. The comprehensive was turned in on time. The faculty member emailed Susan prior to the deadline and said that the action steps had been turned in. Susan checked to see if she had received them the next morning and they were not there. It appears that the faculty member thought that he turned them in, but he really had not. Once he received the email back from Susan stating that she had not received them, he sent them to her the following day.There was a long discussion on whether we should accept or decline the LNT Action Steps.There was a motion to accept the LNT Action Steps, it was seconded and passed with 4 Yes, 4 No, and 1 Abstention, which always goes with the Yes vote. There was a formal request to this committee to create a list of everyone who has turned in their program review materials on time and forward it to the FHP Committee because there are conflicts. A couple of requests may have to be removed from the FHP list.  |
| **Comprehensive Program Reviews** | Susan Yonker |
| Action | There are a couple of concerns in Component II, where it asks for the list of last modifications. We need to have consistent criteria. You are always supposed to list all of your certificates, all of your transfer programs, and list each of your courses that are active. This information can be found in Curricunet or the Catalog.Component I: Show the list of degrees and certificates. No one sent back anything for Component I.Component II: Course Review Catalog Course Number, date of last approval for activation, modification, or inactivation of course outline, year for next review, modification, or inactivation.Where do we draw the line to what is acceptable? There was a suggestion to put “go to Curricunet and list all of your active courses.” In column 2, we may want to put a notification that you can get this data in Curricunet.Do we want to accept semester and year? What if they just put the year only? There was a suggestion to ask for Month, Date, and Year in the future since this is a five-year cycle. For this year’s reviews, we can accept Month and Year or just the year as long as the date for each course is listed separately. The procedures guide is too old; we will need to revise it in spring. In section IV, we took away rationale for FHP. They are going to need the rationale for their snapshot. In the Data Graph section, it was suggested to put please copy and paste tables, graphs, and such from Data Dashboard.EMTP requires external accreditation, so the APRC accepts their accreditation report in place of the standard comprehensive APR. Dental Hygiene is the same.In Component III: Response to Previous Comprehensive. Comment: Commission of Dental Accreditation was accepted in lieu of comprehensive.In Component IV: Review of Statistical Data. In addition to narrative, you may cut and paste from Data Dashboard and any external sources. Graphs are helpful but not required if the narrative includes sufficient data.The committee discussed issues that they had with the comprehensive reviews that they read. In your comment section, you should keep your responses as brief as possible. For example, “This section is complete.” All discussions about the APR’s should go through the discussion board. If anything is checked as unacceptable or missing something, please mark the review as incomplete.We will not be having an APRC Committee meeting on November 16th. |
| **Adjournment** | Susan Yonker |
|  | The meeting was adjourned at 2:10 p.m.  |
| The next meeting will be December 01, 2016 from 2:00-2:50 p.m. in L 238 S. |