

OFFICIAL MINUTES

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: September 29, 2017

SUBJECT: **September 19, 2017 Minutes of IPR Meeting**

In attendance at the meeting were:

Dr. Kristi Blackburn
Angie Conley, Co-Chair
Jan Connal
David Fabish
Reuben Foat
Mark Fronke
Rebekah Hathaway
Kathy Hogue
Ernest Lew
Stephanie Murguia
Sunday Obazuaye
Dr. Patricia Robbins Smith
Stephanie Rosenblatt Co-Chair
Graciela Vasquez

Absent

Mark Olague

Guests:

1. **Introductions** – The committee introduced themselves to the new Rebekah Hathaway from HPED/A department and welcomed everyone to the new semester.
2. **Approval of Minutes 4-18-17 and 5-2-17** – There was a Motion by Jan Connal, Seconded by David Fabish to approve the minutes of 4-18-17. The minutes were unanimously approved as presented. There were three abstentions by Angie Conley, Rebekah Hathaway, and Kathy Hogue. There was a Motion by Reuben Foat, Seconded by Kathy Hogue to approve the minutes of 5-2-17. There were two abstentions by Rebekah Hathaway and Sunday Obazuaye. The committee unanimously approved the minutes as presented.
3. **Review of Program Updates** – The committee discussed the **Paralegal** department review status, which is scheduled for 10-3-17. The program is totally accredited. The report is currently on file and will be distributed. Jan Connal met

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with Ni Bueno regarding the **Health Education** department. The department is submit their draft by the deadline. Angie Conley and Ernest Lew reached out to the **Biology/ Microbiology** department and confirmed that the Chair is on schedule with the report. Dr. Kristi Blackburn reported on the status updates regarding the data requests for both programs. The Biology/Microbiology department did a major data request year early, and she met with the Health Education department Chair, Ni Bueno with her data disc. Dr. Blackburn also confirmed that the **Welding department** has scheduled for their data review. The committee confirmed that Mickey Micic is now the Chair for the **Plastics/Composites department**. The other departments scheduled for review for 17-18 will be updated at a future meeting.

4. **Liaison Assignments** – There are currently vacancies in BE, Fine Arts and Liberal Arts (Mark Olague is still officially on the committee but unavailable during the meeting time). The co-chairs discussed the current liaison assignments. The additional pending committee members will assist with the liaison assignments until the vacancies have been filed. The liaison assignments for the Spring semester will be discussed further at the next meeting as well as the reviews for the following year 18-19. Angie Conley wanted to stress to the liaisons that the reports should be focused on the SWOTS and goals to have these data driven. A template will be distributed to the committee that Jan Connal created to assist with the liaison meetings with the departments. All committee members are encouraged to give input on any of the department reports.
5. **Items from the Floor** – Stephanie Rosenblatt proposed that the committee does not update the handbook this year. Angie Conley updated the committee on her presentation to the Faculty Senate for the End of the Year Memo on Program Review in the Spring, and her presentation to the Faculty Senate for the 17-18 semester departments scheduled. She emphasized the March deadline due dates and Stephanie Rosenblatt informed the committee on the updated form, which now lists the breakdown of the schedule sequence for the departments to follow. There was discussion about paperless options. The committee agreed to review the minutes and reports electronically. Only the agendas will be printed at the future meetings. The reports will be displayed electronically during the meetings and the reports will be distributed to all of the committee members in advance.

Next Meeting Scheduled for
Tuesday, October 3, 2017
3:00 P.M.
MCIS 109