TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: September 9, 2015

SUBJECT: September 1, Minutes of IPR Meeting

In attendance at the meeting were:
Mark Fronke, Chair
Dr. Kristi Blackburn
Lisa Boutin Vitela
Angela Conley
David Fabish
William Gomez
Kathy Hogue
Sergio Macias
Terry Price
Dr. Patricia Robbins Smith
Stephanie Rosenblatt
Graciela Vasquez

Absent
Jan Connal
Doug Haynes
Rachel Mason

1. **Introductions** – The committee introduced themselves and welcomed the new committee members, Sergio Macias HPE/A and William Gomez, Student Liaison. Mark Fronke gave the new members a brief overview of the committee’s purpose.

2. **Approval of Minutes 04-21-15** - A motion was made by Angela Conley and Seconded by Stephanie Rosenblatt to approve the minutes. The committee unanimously approved the minutes as presented. There was one abstention.

3. **Program Review Plus – Kristi Blackburn** – Mark Fronke informed the committee that he has worked with IT in testing the program over the summer using the Accounting department information as a model, and Kristi has included the data involved. In addition, all of the departments that completed their review 2014-15 were invited to be involved with the testing for their departments. The departments that participated have followed up with Mark. Eventually all departments will be automated. Kristi informed the committee that Vice President, JoAnna Schilling has scheduled a hands on training/working session for the Department Chairs on October 9. Kristi gave a thorough description of the features of the program including the integration with Program Review and Unit Planning. The committee and the departments are looking forward to utilizing the program which will simplify the review process.
4. **Request for Postponement BCOT/BCOM** – The department chair has requested a postponement due to personal reasons. There was Motion by Angie Conley to approve the postponement, Seconded by Kathy Hogue. The committee unanimously approved the postponement based on the stipulation that the department will be scheduled first for their review visitation of the 2016-17 school year.

5. **Review of Programs Updates –2015-2016** – Mark Fronke confirmed all of the departments have acknowledged their visitation dates. Some of the department updates are still pending. Committee member liaisons will proceed with follow-up communication. Kristi Blackburn confirmed that all of the departments have received their data and results. There was a consensus among the committee members to distribute visitation dates for the 2016-17 school year early during the fall of 2015-16. The earlier notification will provide the departments needed preparation time before their review date. The item will be agenized for the next meeting.

6. **Items From the Floor** – Mark Fronke updated the committee on the Shared Governance Survey results as distributed. There was a brief discussion on the results. The data was based on input from the committee members.

   Mark Fronke informed the committee of his term as the committee Chair will expire in the spring and recommended that the committee prepare for a replacement. The item was tabled and will be agenized for the upcoming meeting. There was a brief discussion among the eligible committee members and the item will be agenized noting nominations or consensus for Angela Conley and Stephanie Rosenblatt to co-chair the committee. The committee will need to determine whether there will be nominations, or election by consensus.

7. **Adjournment** – The meeting was adjourned at 4:10 P.M.

   Next Meeting Scheduled for
   Tuesday, September 15
   3:00 P.M.
   BE 116