

**Program Review
October 27, 2009**

Attendance:

Angel Romero
Bill Roach
Chris Leach
David Winchester
Denise Ottinger
Jim Smith
Josh Maples
Robin Bowen
Sandy Tutwiler
Wanda Hill

Dr. Bowen opened the meeting. She explained to the committee there would be changes in the Program Review procedures this year. While the committee will still receive updates, those programs on a five-year review who are due for evaluation will not be evaluated this year. Instead, the policy and procedures related to program review are going to be evaluated and revised as needed. As a result, the five-year program review schedule would be pushed back one year (e.g., areas scheduled for review in 2009-2010 would be rescheduled for 2010-2011).

Included in this revision, the committee would need to address differences in the review process between the administrative and academic units. Dr. Bowen indicated there was some concern that some programs were not in the evaluation cycle. Josh Maples volunteered to assist with the process of identifying areas which were not being reviewed. The committee would then need to establish criteria for determining whether a unit or department qualified for the review process.

Another question related to the review process is whether graduate programs should be reviewed separately from undergraduate programs. The committee agreed that while there may be some overlap, the graduate and undergraduate programs should be evaluated separately, but simultaneously, to recognize the programs for their work individually.

All Allied Health programs were combined into one report this past year. The committee discussed whether these areas should be separate, since they have difference accrediting agencies. It would be difficult to separate some of these areas in the budget, but the financial information provided to the accreditation agencies could be used. Vice Pres. Hill said these could be separated out as subcategories under the budget and allocated to the specific areas in the future, if this was what the committee decided to do.

The committee approved scheduling half the Allied Health departments for program review in 2012 -2013 and the second half to 2013-2014, if Allied Health agrees. Vice Pres. Ottinger volunteered to reschedule Residential Living for 2013.

Dr. Bowen asked for volunteers to serve on a subcommittee to look at the review process and draft document revisions. The following individuals agreed serve on this committee: Chris Leach, David Winchester, Jim Smith, Josh Maples, Sandy Tutwiler, Denise Ottinger, Robin Bowen, and Wanda Hill. The review subcommittee will meet at the next meeting, rather than the entire committee.

The committee agreed to ask Dr. Rood to return as a member of the Program Review Committee due to his many years of experience serving on the committee. The committee agreed his input and historical perspective would be valuable when they began making changes to the review process.

The committee discussed the progress reports for Leadership Institute, Center for Diversity, and Student Activities and Greek Life would be presented in early March 2010. The following individuals volunteered to write these reports:

Leadership Institute – Tracy Wagner

Center for Diversity – Sandy Tutwiler

Student Activities and Greek Life – Bill Roach

Nancy Tate reviewed the rubric provided by the Assessment Committee prior to the meeting. She explained the rubric would be used by each department/unit for their annual review. When it was time for the department's program review, the Assessment Committee would compile the rubric data from each year and write a summary for the program review report. The summary would go to the department to review prior to submission to the Program Review Committee, which would give the department an opportunity to comment on the Assessment Committee's report.

The committee asked if the rubric would replace #12 on the assessment section of the report. Dr. Tate said she thought it would be in addition to #12.

Vice Pres. Ottinger noted the current areas covered in the program review were patterned after HLC program review and it would be important to keep pieces in place so the final HLC self-study information would be readily available.

Vice Pres. Ottinger requested the committee review the previous version of the Program Review (Dr. Tate will obtain and this information will be sent out to the committee members.)

In addition, a document exists from KBOR pertaining to the program review document (8-year cycle), which will also be made available to the committee.

Vice Pres. Ottinger commented that the rubric is geared toward academic units and some work is being done to find a way to apply this to administrative units.

The Assessment Committee report would be retrospective, where as the unit/dept report for #12 would be more forward looking (e.g., future goals and plan to achieve these goals, etc), whereas Section 3 & 5 are a summary and historical.

Variability of data was a concern to the committee; however Dr. Tate said that because this is based on data the department submits for their annual review, it should be stable. The committee will have an opportunity to review and respond to any questions raised.

The Subcommittee will evaluate the program review process. In the past the evaluation process was concentrated into long meetings in the spring. Dr. Bowen said she would like to see these meetings spread out throughout the year. Reviews could start in the fall rather than waiting until spring.

Dr. Bowen asked those not on the program revision subcommittee look at the document by Nov 10th and provide feedback for the subcommittee's consideration. The subcommittee will review the comments and documents provided on Nov 12.