Program Review Committee

Minutes 2/12/2020

Prepared by Karin Spirn

In Attendance: Nakase, Thormoto, Mattern, Keller, Taylor, Lauffer, Singh, O’Herin, Burks, Spirn

1. DISTANCE EDUCATION QUESTIONS FOR NEXT YEAR’S PROGRAM REVIEW

Christina Lee Chair of DE committee came to discuss.

She proposed the following draft questions:

1. How does the department ensure that all DE/hybrid curriculum content and course design meets accessibility requirements?

2. Does the department/LPC have the necessary training/support (ie, FT accessibility specialist) to meet this need?

Questions from the committee:

Do we want the PR question to also encompass other areas of DE course design?

Do we want the questions to address equitable supports?

Could this information be found more effectively using a survey? The PR won’t reach all or even most DE instructors.

Could the questions be structured similar to the Professional Development questions from the 2018 PR? Something like, “What resources have members of your program used…” “What challenges have members of your program faced…”

Outcome:

Christina will talk to the DE committee about creating a survey.   
The PR committee will decide by 2/26 about the DE questions.

PROGRAM REVIEW TIME FOR COMPLETION

Karin presented a draft time for completion chart for each section. The committee felt the time estimates were too low.

PR TIMELINE

Karin presented a report to bring to division meetings regarding maintaining the same timeline.

EQUITY QUESTIONS

Committee discussion:

We need to create a better process for next year.

We need a definition of equity.

Can Rajinder provide equity data to everybody? If not, the question should just be broad, such as, “What has your program done to increase equity” (or perhaps, “success, equity and access”).   
Next meeting: invite Rajinder and Shawn

NEXT YEAR’S TEMPLATE

Ask Scott: Do we need Section 3 Question C and the rationale?

CTE SECTION

Vicki Shipman indicated that some programs may need to report LMI data on a yearly rather than biennial basis.

Is this the only place that she is pulling this data?

Perkins is moving to 3-years planning process.

Can we recommend it? Make it optional this year?

SUMMARIZATION PROCESS (NOT ON AGENDA)

Could the readers’ meeting create a document from the team, so it could be a rougher document that goes forward, rather than the dean having to finalize it in so much detail?

Could we combine some of the themes?