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| <b>Program Review Committee</b>   |   | <b>Tuesday, January 29, 2013</b>   |                |
|   |   | <b>12:00 p.m.</b>                  |                |
|   |   | <b>Building 1, Conference Room</b> |                |
| <b>Chair:</b>   | Almeta Woolard  |                                    |                |
| <b>Vice-chair:</b>  | Ben Cole  | <b>Secretary:</b>                  | Millie House   |
| <b>Members Attending:</b>   | Ben Cole (Instructor, Electrical/Electronics Engineering)<br>Donna Dunn (Lead Instructor Business Administration)<br>Mike Davis (Lead Instructor, English)<br>Kim Mullis (Lead Instructor, Mathematics)<br>Almeta Woolard (Director of Institutional Effectiveness and Grants)<br>Millie House (Instructor, ADN Program0) |                                    |                |
| <b>Members Absent:</b>  | Velma Worsley (Lead Cosmetology instructor)   |                                    |                |
| <i>Minutes from Meeting (insert date)</i>   |   |                                    |                |
| <b>Agenda Item</b>  |   |                                    |                |
| <b>I. Current program review format</b>   |   | <b>Presenter:</b>                  | Almeta Woolard |
| <p><b>Discussion:</b> Almeta shared the previous Program Review format and ask that the group review and decide if this is the format that we would like to continue with or if modifications are needed in relation to the SACS standards. The short <b>term goal of this committee</b> is to develop a program review process and template to present to Senior Staff for review and revision in preparation for 2013-14 implementation. Discussion centered on:</p> <ul style="list-style-type: none"> <li>validating that all programs have a clearly defined written mission statement that is in alignment with the overall College Mission;</li> <li>ensuring that course level student learning outcomes feed directly into clearly defined and stated program level outcomes;</li> <li>focus of programs should be on student learning and achievement;</li> <li>programs need to evaluate and provide evidence of student learning; and</li> </ul> <p>the program review should be tied to the planning, budgeting, and decision-making processes of the college.</p> <p>Committee members imparted that any Program Review process ought to exhibit equity and fairness for all programs and possess strategies for augmenting continuous quality improvement. The process itself should not be tied to instructor performance.</p> <p><b>Regarding SACS:</b></p> <p>The five year SACS review (2014) will address core requirement 3.3.1.1 for which our committee is responsible. Other schools have been found not in compliance due to deficiencies in assessment. This committee will focus on developing a program review process and template that allows us to demonstrate compliance with this standard. We will research schools found out of compliance and study the changes they made to their processes to bring the schools in compliance. The five year review will also cover 3.4.11, 3.11.3 and 4.1 for which we are responsible.</p> <p><b>Action:</b> Ms. Woolard asked the team members to review the Program Review material disseminated and emphasized the <i>3.3.1.1 Relevant Questions for Consideration</i>. These questions will be helpful in guiding future discussions.</p> |   |                                    |                |

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| <b>II. Format and process at other institutions</b>  | <b>Presenter:</b> | Almeta Woolard |
| <p><b>Discussion:</b> Ms. Woolard shared that each member of the committee will be responsible for researching the program review process and template used at the school they are assigned. The group was in agreement to proceed with contacting other colleges in order to address targeted questions and to share information.</p> <p><b>Action:</b> Almeta will disseminate a list of the colleges, contact information, and relevant questions to team members by February 6, 2013. This committee will also document how we demonstrate compliance to standards 3.4.11, 3.11.3 and 4.1.</p> |                   |                |
| <b>III. Adjournment</b>  | <b>Presenter:</b> | Almeta Woolard |
| <p>Meeting adjourned at 1300 hours. Next meeting will convene in February. Almeta will email date, time, and location.</p>   |                   |                |