

# Academic Program Review Committee

Wed., Sept. 10, 2014

12:00 p.m.

Building 10  
Conference Room

<b>Chair:</b>	Sara Singleton		
<b>Vice-chair:</b>	Cynthia King	<b>Secretary:</b>	Zachary Mathews
<b>Members Attending:</b>	Sara Singleton, Cynthia King, Zachary Mathews, Millie House, Matthew Lincoln, Crystal Ange (Resource), Jay Sullivan (Resource)		
<b>Members Absent:</b>	Christie Lewis, Velma Worsley		

## *Minutes from Meeting September 10, 2014*

### Agenda Item

#### I. Approval of Minutes

**Presenter** Sara Singleton

- Discussion Item: Cynthia made a motion to approve the minutes from the September 2<sup>nd</sup> meeting. Millie seconded the motion. The motion carried.
- Action Taken or Recommendation: The minutes were approved.

#### II. Program Review Cycle Changes

**Presenter** Sara Singleton

- Discussion Item: Sara edited the Academic Program Review Cycle to enhance understanding and clarity. Several programs were also shifted within the schedule.
- Action Taken or Recommendation: Sara will add definitions for Program Year and Review Year to the document.

#### III. Review the Process Schedule

**Presenter** Sara Singleton

- Discussion Item: The committee decided to meet with programs entering their Program Year in early October. The committee discussed having suggested due dates or rough draft dates for each of the three parts of the Program Review. The due date for the Program Review would be early March and final revisions would be due at the beginning of April. The committee also discussed inviting the lead instructors of programs in their Program Years to observe the review of submitted Program Reviews. The Program Review Committee would conduct their SWOT analysis of each program in their Review Year in October, November, and December and review changes in January and February. Reviewed programs would be submitted the first of March.
- Action Taken or Recommendation: Sara will begin creating a flow chart using VISIO to replace the Program Review Process schedule.

<b>IV. Program Review Template</b>	<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara proposed dividing up sections of the Program Review Template amongst the committee members to make each an expert for a given sections. Millie will be in charge of the Program Profile in Part I, Zak will be in charge of the Program Content in Part I, Cynthia will be in charge of Part II, and Matthew will be in charge of Part III. Crystal will be the expert for the Program Accreditations portion of Part I and for all of the SACS requirements. Jay will be the expert for the program data.</li> <li>➤ Action Taken or Recommendation: Committee members should become comfortable with their sections.</li> </ul>		
<b>V. Program Orientations</b>	<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: The committee will hold two orientation sessions for programs entering their Program Year. Both will be held Wednesday, October 15<sup>th</sup> with one at 12 p.m. and the other at 4 p.m. The committee discussed recording the orientation so that the session could be reviewed by the programs later as well.</li> <li>➤ Action Taken or Recommendation: Crystal will email an announcement of the orientations to all lead instructors of programs entering their Program Year.</li> </ul>		
<b>VI. Begin Reviewing Program Reviews</b>	<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Program Reviews should be looked over to determine completion. Sara, Millie, Matthew, and Zak will review the documents.</li> <li>➤ Action Taken or Recommendation: Sara will forward all Program Reviews to the committee members to review.</li> </ul>		
<b>VII. Adjournment</b>	<b>Presenter</b>	Sara Singleton
<ul style="list-style-type: none"> <li>➤ Discussion Item: Sara told all committee members to send any modifications to the Program Review Template to Zak for review and edit.</li> <li>➤ Action Taken or Recommendation: The next meeting will be set by email.</li> </ul>		
<b><i>Other Information</i></b>		
<b>Next Meeting:</b>	To be determined	