

Academic Program Review Committee		Thursday, Sept. 25, 2014	
		3:00 p.m.	
		Building 1 Room 104	
Chair:	Sara Singleton		
Vice-chair:	Cynthia King	Secretary:	Zachary Mathews
Members Attending:	Sara Singleton, Zachary Mathews, Christie Lewis		
Members Absent:	Cynthia King, Millie House, Velma Worsley, Matthew Lincoln, Crystal Ange (Resource), Jay Sullivan (Resource)		
Other Attendees:	Bebe Major		
<i>Minutes from Meeting September 25, 2014</i>			
Agenda Item			
I. Approval of Minutes		Presenter	Sara Singleton
<ul style="list-style-type: none"> ➤ Discussion Item: Zak made a motion to approve the minutes from the September 10th meeting. Christie seconded the motion. The motion carried. ➤ Action Taken or Recommendation: The minutes were approved. 			
II. Review Complete/Incomplete Reviews		Presenter	Sara Singleton
<ul style="list-style-type: none"> ➤ Discussion Item: The committee members who looked over the submitted Program Reviews determined that the Automotive Systems Technology, Associates in General Education, and the Mechanical Engineering reviews were incomplete. Cynthia King will work with Bryan Van Gyzen to complete the Automotive Systems Technology review. Crystal Ange will talk to Lisa Hill about completing the General Education review. The Mechanical Engineering review will move forward with SWOT analysis since Matthew is on the board with the expectation he will complete the review as the process moves forward ➤ Action Taken or Recommendation: Incomplete programs will need to be completed and the completed programs will move forward in the review process. 			
III. Action Plan for Orientation		Presenter	Sara Singleton
<ul style="list-style-type: none"> ➤ Discussion Item: In the orientation, the committee members need to show the Lead Instructors how to maneuver through the Program Review Template including how to use the tabs within excel. The committee will also need to clearly define what takes place during the Program Year versus the Review Year. Committee members will take turns discussing the Program Review Template and highlighting what needs to be in each section. 			

- Action Taken or Recommendation: Sara will develop a proposed schedule for the orientation which will be sent to all of the committee members. Christie will work on a power point presentation for the orientation with the help of Sara.

IV. Other Business

Presenter Sara Singleton

- Discussion Item: The committee reviewed the new Academic Program Review Two Year Schedule created by Sara and the schedule created by Zak which were emailed to all committee members. It was determined Sara's document was better for committee use because of its detail while Zak's document would be better to give programs under review because of its simplicity. The committee also decided to wait until after the orientation to conduct SWOT analysis on completed Program Reviews.
- Action Taken or Recommendation: The Program Review Schedule will need to be sent to each program entering their Program Year.

V. Adjournment

Presenter Sara Singleton

- Discussion Item: The committee decided to wait to set the next meeting time until after orientation on October 15th.
- Action Taken or Recommendation: Meeting to be determined at a later date.

Other Information

Next Meeting: To be determined