DATE: July 17, 2019  
FROM: Mandy Hillstrom, Chairperson, Program Review Subcommittee  
TO: Paul Nerenberg, Academic Senate Chair  
CC: Veronica Ramirez, Karin Brown, R. Roquemore, J. Lazo-Uy  
SUBJECT: Annual Senate Committee Report  

**Policies/Items completed during 2018-19**

* Please cover the policies and/or issues that were addressed by the committee during the academic year.  
The committee met with Andre Ellis to discuss including assessment of the equity gap in program review.  
After the time certain, the committee voted to include questions that addressed equity issues in the Self Study template for fall 2019.

The Department of Instructional Effectiveness did an excellent job in assisting with data for the Final Reports. The Self Study was updated to include very thorough and easy to follow instructions identifying which data should be included, and how to access it. This was a much needed and appreciated addition to the Self Study.  
Action items for AY 2018-19 included the review of the following programs:

- Modern Languages (Chinese BA, French BA, Japanese BA, Spanish BA-MA)  
- Rehabilitation Services BS  
- Graphic Communication BS  
- Exercise Science BS  
- Food Science and Technology BS  
- Kinesiology BS-MS  
- Biology BS-MS, Microbiology BS  
- Environmental Science MS  
- Mathematics BS, MS (deferred from AY 2017-18)  
- Physics BA, BS, MAS (deferred from AY 2017-18)  
- Public Administration MPA (Modified Self Study)  
- Rehabilitation Counseling MS (an Accredited option within Counseling) (Modified Self Study)  

**Ongoing Policies/Items**

* Please include those policies and/or issues which the committee is still working on and will need to be continued to the next academic year.  
N/A
Future Policies/Items and Recommendations

- Please include those policies and/or issues which the committee would like to recommend for the following academic year.

The committee members found that there were consistent issues that surfaced in most program reviews. They included:
  - Onboarding of lecturers
  - Consistency across multiple sections of the same course (integrity of Learning Outcomes)
  - Closing the loop on assessment (more support is potentially needed for assessment activities)
  - Lecturer inclusion in various departmental activities, including assessment
  - T/TT to lecturer ratios
  - Learning Objectives that are not measurable and little or no distinction between undergraduate and graduate programs
  - Equipment updating and maintenance issues, especially in STEM departments
  - Measuring effective courses and teaching in online/hybrid courses

Because the same issues were addressed repeatedly, the committee wanted to raise the above issues. It would be important for departments to address them when they are preparing their self-study documents. There also may be issues that require more structural changes and support from the university.

Feedback and Recommendations

- Please include feedback from committee members about any aspects of the committee that needs to be addressed and any recommendations they may have to further improve the effectiveness of the committee.

A number of committee members voiced that the committee requires a great deal of time. The committee meets weekly and in addition, there is work that is asked of committee members that needs to be completed at home. In addition to weekly meetings and weekly information to review, each member was asked to help write a Final Report and assist in writing a second Final Report. The estimates of time to complete each Final Report is roughly 10 hours. Some members expressed concern about this. What complicated matters more, for the past few years, there has not been equitable representation on the committee by all colleges. If the committee had more members, each member would be able to do a little less work. This issue was brought to the attention of the Academic Senate and we are hoping for a full committee for 2019-2020.

The committee sent a memo to EPC requesting release time for the PRS committee chair. The scope of work for the committee chair includes:
  - Sending weekly email reminders of the tasks for the following meeting and work due
  - Reading every program’s self-study, external review report and questions from the program
  - Reading/editing the subcommittee’s questions to each program
  - Final oversight of every program’s final PRS report including formatting, reading and editing
  - Attending additional exit interview for external reviews if a faculty is unavailable
  - Weekly minutes and agenda