

Program Review Subcommittee Minutes

Date: September 6, 2018 | Time 12:15 pm – 1:30 pm

In Attendance

M. Hillstrom (Chair); M. Willard (Vice Chair) ; R Joseph (CCOE); J. Hong (ECST); K. Roberts (HHS); B. Hibbs (NSS); A McCury, (EPC Liasion); K. Brown (Exec Secretary); V. Ramirez (Recording Secretary)

Excused Absence: B. Hardacre (CCOE);

Absenet: Vacant (DALSA); Vacant (A&L); Vacant (ECST); Vacant (NSS); Vacant (ASI Liasion)

Call to Order

M. Hillstrom called meeting to order at 12:19 pm.

Introductions

Attendees introduced themselves by stating name and their department.

Approval of Agenda

The committee reviewed and added the review of Self Study template to the agenda.

M/S/P

Approval of Minutes 8/30/18

The committee reviewed and approved the minutes from 8/30/18.

Announcements

K. Brown shared the following announcements with the committee:

- **Assessment Mini-Grants:** The Provost approved funding for 10 mini grants at \$2,000 each for departemnts to work on assessment projects. Dr. Dennis held three info sessions to go over the guideliens and pplication process. Info sessions were provided
- **Strategic Planning for Excellence in Graduate Education** –Dr. Brown and Dr. Rennie Schoepflin (Co-Chair)will be working with Academic Senate to go over the the focus and role of this committee.

Review and Approve Templates

The committee re-revised the Self Study Template Section 5.0 (Department Faculty), which includes Appendix K (Faculty Composition) and Appendix M (Student Opinion of Faculty Instruction in the Program). Appendix M was removed and Section 5.1 was reworded to include different ways to review student feedback on instruction. In Appendix K, age distribution of faculty was removed and a section added on the table to include FERP. The committee requested a time certain with M. Caldwell. M. Hillstrom will request a time certain to seek clarification on department faculty data.

Assign Leads & Co Leads:

The committee assigned leads and co-leads for the following modified self study.

College of Natural and Social Sciences

Public Administration MPA- Modified Self Study (Lead: M. Hillstrom, Co Lead: R. Joseph).
The committee will discuss the self study at next week.

College of Arts & Letters

Music BA-MA -*Modified Self Study - (will be available for review in Spring 2019)*

College of Health and Human Services

Nutritional Science BS-MS -*Modified Self Study (not available until the end of Oct 2018)*

Communication Disorders BA-MA - *Modified Self Study (report not ready for review)*

Review of External Reviewers' CV's

The committee review and approved the following potential external reviewers:

Physics, BA, BS, MAS

CSU

- Chuhee Kwon, CSULB (1)
- Christina Cadavid, CSUN (2)
- Alexander R. Small, Cal Poly Pomona (3)

Non-CSU:

- Umar Mohideen, UCR (1)
- Adam Scott Landsberg, Claremont Colleges
- Jean Turner, UCLA
- Alma Zook, Pomona College

The committee requested complete for the Non-CSU CV's for J. Turner and A. Zook before voting on the remaining in the event that U. Mohideen declines.

Program Review Orientation Workshop – Time Certain: K. Brown

Tabled – To be discussed at next meeting.

Adjournment

Meeting adjourned at 1:30 pm.