

# MINUTES

## Program Review Subcommittee

*Date: September 22, 2016 | Time 12:15 pm – 1:15 pm*

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### In Attendance

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Raquel Ackerman, Karin E. Brown, Michael Germano, Mandy Hillstrom, Taewon Kim, Veronica Villa (note taker), Michael Willard

Absent: Mario Castaneda, Gustavo Menezes, Kenneth Ryan

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### Call to Order

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M. Willard called the meeting to order at 12:23 PM.

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### Elections of Vice Chair

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- Tabled for discussion at next meeting on 9/29/2016.

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### Announcements

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- M. Willard asked the committee for the approval of agenda.
- The committee approved the minutes for 9/15/2016.
- The committee shared that G. Menezes cannot participate in the committee this academic year. K Brown will follow up with Jean Lazo-Uy on a replacement.

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### External Reviewers Update

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- The committee will be reviewing the external reviewers CV's and submitting a recommendation to the provost once the external reviewers have been identified.
- CV's for some CCOE External Review candidates were shared with the committee others were missing and will be reviewed once received.
- K Brown will be sending the description of the programs that are currently under review.

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### Review/Update Template of Self-Study

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- Reviewed and briefly discussed template and possible deletion of Appendix F.
- Discussed adding GE Assessments requirements; W Tikkanen will come for time certain in 2 weeks.
- Discussed possible data sources for Graduates such as employer's surveys and exit surveys.
- The committee needed more time to review the template before additional recommendations for edits could be made.

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## Template of Report for Program Review

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- Tabled for discussion at next meeting on 9/29/2016.

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## Possible Rubric for Evaluating Self-Study Document

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- Shared external review rubric from CSU Long Beach.
- Shared Program Review information and instructions from CSU San Marcos.
- Shared former rubric for accessing Program Self-Study from Cal State LA adapted from WASC.
- Tabled for further discussion at next meeting on 9/29/2016.

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## Dates for Workshops

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- Dr. Brown shared the following workshop dates for the programs that will be undergoing the review and encouraged the committee members to attend the meeting. The meetings will be held in the Graduate Resource Center from 10:00 am – 12:00 pm:

10/14/2016 – Orientation for Self-Study Process

10/28/2016 – How to organize the Self-Study and developing a calendar

11/4/2016 – Meaningful Assessment (J. Dennis)

11/18/2016 – Data Pull (M. Dunbar)

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## Self-Study Reports – Dissemination Updates

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- Reports still not available K Brown will follow up with the departments and Associate Deans.

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## New Business

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- Program Review website is currently under construction.

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## Adjournment

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The meeting was adjourned at 1:33 pm