

# MINUTES

## Program Review Subcommittee

*Date: September 29, 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, Mario Castaneda

Excused: Kenneth Ryan

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### Call to Order

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M. Willard called the meeting to order at 12:20 PM.

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### Approval of Agenda

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- T Kim approved, M. Germano 2nd

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### Approval of Minutes

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- M. Germano approved, T Kim 2nd

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### Elections of Vice Chair

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- Ken Ryan declined nomination
- Mandy Hillstrom nominated and unanimously elected Vice Chair

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### Announcements

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- Members encouraged to nominate themselves to serve on WASC Steering Committee

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### External Reviewers Update

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- Discussed qualifications and experience needed to be an effective external reviewer:
  1. Experience with Program Review
  2. Experience with Accreditation
  3. Experience as a Department Chair in the disciplinary program under review
  4. Leadership on committees involving self-study or accreditation at the department level
  5. Leadership in the discipline at the local, state, national level, or related government appointments/service
  6. Curriculum/program development within the discipline under review
  7. Experience as a Grant reviewer in the discipline

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## Review/Update Template of Self-Study

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- Motion to delete Appendix-H Matrix of Courses and instructional Modes (M. Hillstron, T Kim 2<sup>nd</sup>, unanimously approved)
- Add 3.10: Innovations in Curriculum; Committee discussed adding the following narrative:
  - Describe faculty participation in curriculum development activities such as CETL, Service Learning, discipline specific curriculum development activities
  - Develop a rubric for the section with options
  - Stopped review and discussion at Appendix D

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## Template of Report for Program Review

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- Not discussed

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## Possible Rubric for Evaluating Self-Study Document

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- Not discussed

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## Self-Study Reports – Dissemination Updates

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- Postponed until available

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## New Business

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- None

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## Adjournment

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The meeting was adjourned at 1:32 pm