

MINUTES

Program Review Subcommittee

Date: December 1, 2016 | Time 12:15 pm – 1:15 pm

In Attendance

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

Absent: Mario Castaneda, Ken Ryan

Call to Order

M. Willard called the meeting to order at 12:19 PM.

Approval of Agenda

- M Hillstrom approved, 2nd M Germano

Approval of Minutes

- M Germano approved, 2nd M R Ackerman

Announcements

- K Brown shared that all external reviewers have been notified and approved by the Provost. The department chairs have also been notified the external review process materials were given to them and were asked to schedule their visit in early February and no later than mid-march with the exception of Urban Learning.

External Reviewers Updates

- The committee reviewed and nominated the following External Reviewers:
 - B.A. in Urban Learning**
 - Internal:**
 - Dr. Cathi Draper Rodriguez, CSU Monterey Bay
 - Dr. Cara Richards-Tutor, CSULB (**Waiting on Response**)
 - Dr. Gregory Knotts, CSUN (**Waiting on Response**)
 - Dr. Summers, CSU Chico (**Waiting on Response**)
 - Dr. LaGue, CSU Bakersfield (**Waiting on Response**)
 - External:**
 - Dr. Victoria Graf, LMU – **Decline**
 - Dr. Brennan, California Lutheran Univ. – **Decline**
 - Dr. Gunnings-Moton, MSU
 - Dr. Flennaugh, MSU

- K Brown shared that Dr. Cathi Draper Rodriguez; CSU Monterey has shown interest in participating a CSU External Reviewer. Since it has been difficult to find external reviewers for the Urban Learning Program the Committee agreed on nominating Dr. Cathi Draper Rodriguez, from CSU Monterey as the CSU External Reviewer. In the meantime, Dr. Brown office reached out to Dr. Gunnings-Moton and Dr. Flennaugh from MSU and invited them to participate as an External Reviewer in the meantime Dr. Brown's office will continue to reach out to other potential External Reviewers.

Review and Approve External Review Documents

- K Brown shared the following documents to the committee and asked for approval.
 - External Reviewer Process
 - Responsibilities of External Reviewer & External Reviewer Report Guidelines
 - External Reviewers Self Study and Site Visit Guide
- T Kim approved, 2nd M Hillstrom

Program Review IHE Courses

- Tabled to be discussed at next meeting.

Data Pull Presentation

- M Dunbar provided a presentation on the Data Pull. She showed the committee how to navigate the IR Website and demonstrated how the departments can retrieve information for their programs.

Next Meeting

- M Willard shared that the meeting will continue to be held on Thursdays from 12:15 pm – 1:30 pm for Spring Semester. The next meeting will take place on the 2nd week of classes.

Adjournment

The meeting was adjourned at 1:33 pm