

MINUTES

Program Review Subcommittee

Date: February 9, 2019 | Time 12:15 pm – 1:30 pm

In Attendance

Raquel Ackerman, Karin E. Brown, Mandy Hillstrom, Michael Willard, Mario Castaneda, Ken Ryan

Absent: Michael Germano, Gustavo Menezes

Call to Order

M. Willard called the meeting to order at 12:21 PM.

Approval of Agenda

- M. Castaneda approved, 2nd M. Hillstrom

Approval of Minutes

- M. Hillstrom approved, 2nd M. Castaneda

Announcements

- Adjunct faculty member presentation to CLS students “Applying to Ph.D. Programs” to be held on Feb 23rd (R. Ackerman)
- Minority Training in Cancer Control Research (MTPCCR) program (2nd M. Hillstrom)
- Student RSCA Symposium to be held Feb 24th (K. E. Brown)

External Reviewer Updates

- Committee reviewed Program Review Site Visit Schedule
- Committee reviewed and revised Internal Review Calendar (see attached for revised calendar)
- Committee reviewed External Review Self Study Report Analysis and Site Visit Guide
- Committee reviewed Responsibilities of External Reviewers and External Reviewer Report Guidelines

Template for PRS Final Report

- Committee reviewed and approved the revised template for PRS Final Report and agreed to read self-study reports to develop questions. The committee will follow the schedule below to discuss the self study reports and submit questions to the lead committee member:

Feb 16th: Television, Film and Media Studies (Lead: Mike Willard)
 Theatre Arts and Dance BA, MA (Lead: Mario Castaneda)

Feb. 23rd: Ed.D. In Educational Leadership (Lead: Mandy Hillstrom)

Communication Studies (Lead: Gustavo Menezes)

March 1st: Urban Learning (Lead: Raquel Akerman)

Television, Film, and Theatre MFA (Lead: Ken Ryan)

Program Review IHE Courses

- The question was raised regarding who is responsible for assessment of IHE courses since they are offered at the College level and will not appear in department self studies as part of the Program Review process. The committee agreed that we should submit a memo to EPC for clarification about how these courses will be evaluated (GE? PRS?) Mike will prepare the memo for EPC (M. Hillstrom approved, 2nd R. Ackerman)

Adjournment

The meeting was adjourned at 1:30pm