



Program Review Working Group

Meeting minutes

Location: Zoom

Date: Friday, April 26, 2024

Attendees: Kelly Rausch, Jason Vidrine, Kimberly Cameron, Arif Karim, Blanca Alvarado, D. Scott Brewster, Denise White, Don Becker, Erica Wright, Gabriel Arellano, James Daniels, Jamie Rogers, Joansandy Wong, Kelle Howard, Kimberly Cameron, Maggie Maher, Mariela, Mary Kohls, Nancy Stano, Nate Zaleski, Ron Johns, Stephanie Dunbar, Sherri Lynn, Ursula Parker

Time: 10:00-11:30

Agenda items

I. Update on Meeting with Deans (Kimberly Cameron - 15 minutes)

Change in audience and timeline, cohort balance, outside accreditors

Kimberly Cameron provided an update on the meeting with the Area of Study (AoS) deans. She explained that the current audience for the Program Review (PR) presentations is the Program Review Working Group (PRWG), but that the PRWG co-chairs have discussed changing the audience to the AoS deans. Kimberly had previously emailed a short survey to the Working Group, and there was overwhelming support for changing the target audience to the AoS deans. One of the reasons for the change is that the AoS deans have a difficult time attending presentations due to scheduling conflicts, but if they were the target audience then they could set the schedule. The AoS deans would also prefer that the PR Process end earlier, so that they can feed PR data into the budget planning process, which is submitted in mid-April. The AoS deans would also like there to be better cohort balance, so that they don't have an overwhelming number of programs going through PR in one year. For programs with outside accreditation, the AoS deans would like their PR to line up with their program accreditation cycle/year (i.e. not every program

will be on a three-year cycle). Kelly Rausch is working on aligning programs with program accreditation in the correct cohort/cycle/year.

Proposed pilot for 2024-2025 (Jason Vidrine - 5 minutes)

One program from each dean area (those being re-accredited in 2025), email to deans, shifting timeline (PRL kick-off scheduled for September 6, 2024 9:00-12:00)

Jason Vidrine introduced the plan for the AY2025. The kick-off meeting will be on Friday, September 6. The AoS deans will set the dates for the PR presentations, and January 31 will be the new deadline for PR to be submitted, with PR presentations to follow in February and early March. This revised schedule will allow a window for discussions before budget submission. Regarding the revision of the PR rubric, the PRWG will wait for feedback from the AoS deans. The PR presentations will still be open to the PRWG and anyone else who wants to attend.

Discussion followed regarding updating the PR rubric with the AoS deans' input. Some PR leaders voiced concerns about inviting the AoS deans to contribute to the PR rubric, and that including them could lead to confusion and more work for the PR leaders who are already overstretched during PR. Other PR leaders said that they think all of the programs should have the same rubric. Some stated that feedback from the AoS deans could make the rubric more efficient, and that the suggestions from the AoS deans could be "addendums" rather than additions. There were also concerns among the PRWG that involving the AoS deans too heavily could shift the purpose of PR to be less faculty-driven and more of a process that exists only to inform budget planning. Jason Vidrine suggested keeping the PR rubric as it is for now, but asking for feedback from the AoS deans next year, after completion of the revised process.

II. PRL survey results (Kelly Rausch - 10 minutes)

Kelly Rausch presented the PR leader survey results. The changes that were proposed by the PRWG co-chairs were informed by

the survey results. The majority of PRLs reported spending more than 30 hours on their Program Reviews this year, and the vast majority said the process was worthwhile. Among the things that could be improved for next year are:

- Getting data remains a challenge for some
- Explain reasons for less than Exemplary ratings
- Align timing with program accreditation date
- Overlap and repetition in questions/responses, too many questions

Kelly will reach out to respondents who said they had trouble getting data and those that said questions were repetitive to get more details on what needs to be changed.

III. Questions/Discussion

There were a couple of questions regarding the PR rubric. Joansandy Wong asked if Question 17 (line 38 on the rubric) could be revised to ask PR leaders “to discuss how they would eliminate barriers,” and if Question 21 (line 46) could be revised to ask PR leaders “to state how they will the information in the future.” Jamie Rogers suggested addressing the repetitiveness of the questions in the PR rubric before PR 2024-25 starts.

Ron Johns provided an update on Anthology.

IV. Next Meeting: September 6, 2024 (via Zoom)

V. Adjournment


