

MINUTES

Program Review Subcommittee

Date: September 15, 2016 | Time 12:15 pm | Meeting called to order by Karin E. Brown

In Attendance

Raquel Ackerman, Karin E. Brown, Mario Castaneda, Mandy Hillstrom, Kenneth Ryan, Veronica Villa (note taker), Michael Willard

Absent: Michael Germano, Taewon Kim, Gustavo Menezes

Call to Order

K. Brown called the meeting to order at 12:20 PM.

Introductions

Attendees introduced themselves by stating name and their department.

K Brown introduced herself as the Executive Secretary for the Program Review Subcommittee she also serves as the Accreditation Liaison Officer (ALO) for the University to WASC.

Elections of Committee Chair

The committee nominated and voted in Michael Willard as the Committee Chair. He led the meeting at that point and reviewed the following documents:

- Program Review Subcommittee Charge
 - Purpose of Program Review
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Announcements

K Brown shared that the Graduate Studies Office has relocated to the LIB N A-124. She also provided funding opportunities available to graduate students and informed the group that the Graduate Resource Center has upcoming programs such as the Graduate Writing Studio and the Graduate Thesis Workshops and Grad Peers and asked the departments to share the information along to their graduate students.

Calendar of Activities

K Brown shared the committee activities scheduled for Fall Semester:

- External reviewers
- Program Review Workshops
- GE Assessment Data
- IR Alumni Survey Data
- Review/Update program Review self-study guidelines and template.

Programs under review

All members will be responsible for reviewing each program self-study and external report. Each committee member present at the meeting volunteered to take the lead in preparing recommendations and reports for the programs under review this academic year:

College of Arts and Letters

Communication Studies BA, MA (R Ackerman)

Television, Film & Media Studies: BA, MA (T Kim-- to be confirmed)

Television, Film, and Theatre: MFA (K Ryan)

Theatre Arts and Dance: BA, MA (G Menezes-- to be confirmed)

Charter College of Education

Urban Learning: BA – (M Willard)

Educational Leadership: Ed.D. (M Hillstrom)

College of Natural and Social Sciences

Mexican American Studies: BA, MA (M Castaneda)

The committee discussed reviewing and editing the Program Self-Study Report Template at the next meeting. The committee wants to review existing rubric or develop their own rubric for evaluating self-study documents. They also discussed adding GE Assessment and adding new graduate curriculum requirements to the review process. The committee discussed updating a template for the Program Review Report. M Willard led discussion the PR committee working in collaboration with the College Assessment Coordinators to support the development of learning outcomes.

- K Ryan reminded committee that the PRS Committee reviews the CV of potential external reviewers for each program and submit their recommendation to the Provost.

Programs engaged in Self-Study process this academic year

K Brown shared the list of programs preparing their self-study this year:

College of Health and Human Services

Child Development: BA, MA

Criminal Justice: BS, MS

Criminalistics: MS

College of Natural and Social Sciences

Latin American Studies: BA, MA

Mathematics: BS, MS

Pan-African Studies: BA

Physics: BA, BS, MS

Committee members were invited to attend workshops offered to programs.

New Business

- Committee members were encouraged to submit their names for nomination to Academic Senate for WASC Essay 6: Quality Assurance and Improvement; Program Review; Assessment; use of data and evidence
- Committee must elect a Vice Chair for the next meeting.

Adjournment

The meeting was adjourned at 1:20 pm