

**MEETING MINUTES FOR
CAPC STANDING COMMITTEE:
(Program Review)**

Meeting Date: September 13, 2007

Present: Theresa Bossert, Kathy Chamberlain, Phil Getchell, Katrine Poe, Cheryl Richards, Normah Salleh-Barone

Absent: Joan Perlman, Donald Quirk

Others: None

CALL TO ORDER: 2:40 pm

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: Electronically approved

OLD BUSINESS

Action Items: Normah talked to Todd McDonald again today about the unit cost analysis. He is working on the data, and will be coming to the September 27 meeting.

Discussion Items:

Checklist for department chairs:

1. Department chairs need to talk to Phil about their data. Katrine mentioned that the narratives are the biggest stumbling point because they don't explain the data or the significance of it.
2. TracDat—Currently kinks are being worked out of the new system, and right now the reviewees have priority in learning how to use it. The department chairs also need to know how to assess the assessment data in TracDat, and to remember to continue to update it. They must show the cycles of assessment and interpret it in the commentary, especially how the changes affect the program. Kathy said there are issues with pulling up the TracDat reports, but that the department chairs should not worry as it should be fixed in a timely manner. She then suggested that the reviewees just continue working on the rest of the report.

3. Appropriate grammar and usage—Katrine stated that many of the early versions of the program reviews were too conversational and casual. Because the reviews are sent on to ICCB, they need to be more professional, grammatically correct, and complete in answering the questions. Theresa suggested that the mentors can address these concerns with their respective department chairs before the review is given to the Program Review chairman and committee.

4. Cheryl stated that what impressed her last year were the reviews which included benchmarks and current trends at the state, national, and international levels, so that department chairs could be pro-active in comparing their programs to others. Last year Annette helped with that information, and Phil said he would be able to do the same this year if requested.

Kathy complemented the committee on the positive changes which have been made over the last two years, especially the development of the electronic rubric and its use by CAPC members to assure that they read, rate, and develop questions for each program review. Each year a reassessment of the review process is necessary, especially because of the many changes from downstate which must be handled.

NEW BUSINESS

Action Items:

1. Phil is almost ready with the tables and data—he should be able to contact the reviewees next week to begin the process. He will also let them know about their mentors.
2. The mentors should contact their mentees by mid-October.
3. The rubric and checklist should be e-mailed to the department chairs.
4. It was requested that the rubric be sent electronically to the Program Review committee members.

Discussion Items: None

MOTION/S TO CAPC: None

ADJOURNMENT: Kathy moved to adjourn; Theresa seconded. The meeting was adjourned at 3:10 pm.