

Minutes of the Planning Committee, February 27, 2004

Present: J. Scott, B. Bauer, D. Bryant, T. Catalano, M. Conte, G. Craig, S. DeWine, D. Freeman, C. Golden, D. Lazorik, M. O'Donnell, S. Radford, C. Steinhagen, G. Stewart, L. Vickers, M. Koester (recording). Guest: Bob Chase

The President distributed a draft statement of the extension of Goal IV of the Strategic Plan: "To continue academic and administrative program review and planning." Discussion followed on these issues:

1. The role of assessment in academic and administrative program review. The Committee discussed the need to add a statement about the importance of assessment, and perhaps a specific commitment to the assessment of general education requirements.
2. The inclusion in program review of the question of "vision for the next five years." Specifically, the President expressed concern that a unit's vision should not be automatically accepted by the Planning Committee, particularly if it calls for the addition of personnel.
3. The absence in program review of a question that addresses fiscal responsibility and the unit's responsibility to living within its college-assigned budget.
4. As accreditation approaches, the lack to date of assessment of Student Life and related units.
5. The failure to review simultaneously all units within an administrative area. (E.g., Alumni Relations, Annual Fund, and Campaign—all units within Advancement—were reviewed at different times in the cycle.) Putting sub-units together for review might provide more useful information to the Committee, including insights for how re-organization might occur.

There was discussion of the degree to which program reviews and assessment reports should be shared with the entire campus. The conclusion was that program review and student outcomes assessment are two different things and that perhaps the assessment reports (or some abstract thereof) should be more widely shared at least within a department or program, while the program reviews are for the use of the Planning Committee.

Outcomes/directions from the discussion:

1. Two members of the Planning Committee will be assigned to each academic program review to help shepherd the review through the Committee. This strategy will strengthen the linkage from the Committee to the units and improve communication between both. Assignments:
 - Graphic Design: Bill Bauer, Gloria Stewart
 - Music: Stan Radford, Mabry O'Donnell
 - Physics: Dave Freeman, Carol Steinhagen
 - Petroleum/Geology: Connie Golden, Tim Catalano
2. Since some units' vision for the future is presently under consideration, the President raised the question of every unit being asked for its vision for the next five years to assist the extension of the Strategic Plan and preparation for the next campaign.
3. The President will write the text for an extension of Goal IV that includes assessment and the link between the Planning Committee and the unit evaluations. The assessment "check-off" will ask questions about assessment and also ask the unit to describe changes made as a result of what has been learned through student outcomes assessment.

4. Dave Freeman will create a Planning Committee Evaluation Worksheet for administrative units to parallel the worksheet handout to be used for academic program review.
5. Information about the cost to deliver a credit hour will be made available as part of the review process for academic departments.
6. The Planning Committee should discuss ways to report to the campus and the Board the results of enhancements made through the Strategic Plan.

The teams appointed to be liaisons to music and graphic design will pose questions to those programs and report back at the next meeting. They will then draft the planning committee's response to the reports.

Program reviews for this cycle will be completed on March 19.