

**CASL/Program Review Committee Minutes**

**October 23, 2019**

BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Jeff Baker (CASL co-chair; VAPA), Kelly Burke (MSHP), Erin Delaney (Humanities) Anne Marenco (SBS), Gary Quire (SB), Erika Torgeson (Counseling), Tara Williams (MSHP)
Other Attendees	Daylene Meuschke (AVP, IE);

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
<b>1. CASL/PR</b> <ul style="list-style-type: none"> <li>• <u>Consent Item</u>: Minutes for 10.09.19 Meeting</li> </ul>			Approved with no changes
<b>2.PR:</b>  <b>Modified Agenda Item: Curriculum Table in Program Review</b>	<p>The agenda was modified to include discussion item regarding modifications request for Curriculum Table in Program Review. This table would be a resource for year two and it would have to be uploaded as a excel file. It is for department chairs to reflect on their curriculum and view a list of courses.</p> <p>The expectations that department chairs would have for the table are:</p> <ul style="list-style-type: none"> <li>• Provide the department chairs with a tool to reflect on their curriculum and view their list of major courses, and elective courses.</li> <li>• Show broader connections that the courses have to other programs, certificates.</li> </ul> <p>Draft modifications, taking in consideration notes from Patrick Backes from the Academic Affairs, would be:</p> <ul style="list-style-type: none"> <li>• Local GEs and the IGETS would have to come directly from the catalog.</li> <li>• Provide an example of what the listing of courses and elective courses looks like for a given program.</li> <li>• Provide information about the connections of a specific course to the possible degrees or certificates.</li> <li>• Keep the information up-to-date</li> <li>• The last column is needed to indicate the intent for the course: such as “ Modify” “Archive”, “Move to non-credit” and so on.</li> <li>• The Table should be there for Year One with deactivated entry.</li> </ul>	<p>Daylene Meuschke will follow up with Patrick Backes in Academic Affairs regarding the GEs and IGETs.</p>	

<p><b>3. PR: When does PR get a PR review</b></p>	<p>The request form for a new department/program used by Business Services. It is also used for when departments split budgets.</p> <p>This form is used when a program goes through Program Viability.</p> <p>This form could be used for programs that have their own TOP codes and their own budgetary items within a program.</p> <p>Issues to address:</p> <ul style="list-style-type: none"> <li>• How facilities and equipment request would be addressed with the form for courses that have their own GL or their own TOP codes</li> <li>• How are funding requests delineated for programs that share the same prefix.</li> </ul> <p>One option would be to keep the course with the separate TOP code under the department, but split using the form for budgetary considerations.</p> <p>These have historically been handled at a departmental level. The issues are handled differently across different departments. The solutions are based on standardized or informal agreements between the different programs regarding the budgetary allocations.</p> <p>Another consideration would be to identify the staffing needs for programs within programs, and account for differences between the minimum qualifications for faculty, and full time vs. part time ratio.</p> <p>The challenges are:</p> <ul style="list-style-type: none"> <li>- What is the definition for a program</li> <li>- When is a budgetary split recommended from the bigger program to which they belong?</li> </ul> <p>The committee recommends taking this topic to the IEC and department chairs.</p>		
<p><b>4. PR – Closing the loop on budget, staffing and faculties requests recorded in PR</b></p>	<p>The status of funding requests in Program Review is usually available at the end of the cycle after the adopted budget is posted in April.</p>	<p>This item was briefly introduced and it will be brought back for further discussion.</p>	

	The PR process should have requirements for embedding approval status information to include signatures, dates and reasons for the approval or denial.		
<b>5. CASL – Non-department class in degree impact on PSLO assessment (Ex. Business ADT).</b>	<p>The challenge in completing assessments of PSLOs would be</p> <ul style="list-style-type: none"> <li>-Logistic –how do you coordinate with other programs</li> <li>-Curricular implications</li> </ul> <p>If the program does not have a capstone course that assesses the course, could the student take an assessment that measures the program SLO?</p> <p>The interdisciplinary curriculum coordinators be involved in the loop-closing discussion for the Program SLO, and that discussion may be only relevant for ADTs.</p> <p>Could a shared rubric help in assessing the whether or not the students have met the PSLO requirement?</p>		
<b>6. CASL – Updating the Student Learning Outcomes Faculty Manual from May 2010</b>	This item was introduced but tabled to November 13, 2019 meeting.		