**Program Prioritization Task Force Minutes**

**January 28, 2013**

**Present: David Hudson, Angi Brenton, Vicki Szabo, Dave Kinner, Bruce Henderson, Jason Lavigne, Georgia Hambrecht, John Baley, Brian Railsback, Mary Jean Herzog, Melissa Wargo, Debbie Burke, Laura Cruz, Joan Byrd, Chip Ferguson**

Angi has completed a first draft describing each of the categories and handed out for review. Please review and we will discuss next week. This is just a starting point.

**1. Sample data template – version 2 and narrative templates**

Discussion ensued regarding templates. PPTF accept templates as good to go.

**2. Distribution of data**

Anne will work with Jason for access changes that need to be made to the H-drive folder. IOPE would prefer to put reports on share drive rather than email them. Until February 15 the task force will lose permissions. Once final reports are sent to us, do we want everyone else to have access to everyone else’s report? Discussion ensued.

Melissa reviewed the changes made to the document. Is it okay to send this out to department heads and program directors? A real department was used for the sample but is anonymous. Discussion ensued. Melissa is working on scheduling a meeting with department’s to show them how to read the report. We anticipate having data in the share drive folders by end of business on Friday for department head review. We are trying to schedule an information session with department head’s early next week, hopefully Monday, possibly two times. It was suggested we send this document along with the invitation. We can include deans and associate deans in this meeting. Anne will work with Natalie on date/time for information sessions. It was suggested we create a FAQ – if time allows. Anne will let the committee know date/time once it is settled.

BA/BS will have some separate data for each of these - most of the data will be the same. IOPE will combine in same PDF.

**3. Minors**

We have variable metrics to prioritize minors. Angi’s thoughts – make minors a separate process, set cut off point with number of minors in looking at programs that fall below a certain threshold that we will follow up with in phase II. We don’t have as much information to look at but we need to give some scrutiny as part of the process. Is there dedicated faculty to a minor or are all faculty accounted for in existing courses? Do we want a narrative? If so, what would it include? We are only looking at stand alone minors – 25. Are there any courses exclusive to the minor? – include in narrative. Discussion ensued. The committee agreed Phase I would consist of two metrics (# of minors and # of graduates) and a narrative – same as for majors just with fewer data points. . Reliability of data could be questionable regarding minors – just not given the same sort of scrutiny. Timeline – how do we handle this?

**4. Interdisciplinary programs – concerns about qualitative data applicability.**

**5. Calibration of assessment**

* Define Categories 1 and 3
* Assessment check sheet / excel file

**6. Moving forward**

* Next meeting – Monday, 4 February, 2013, 12:30-2:30
* Calendar and future meetings
  + Need dates for next forum (s)
  + Phase 1 reports due - 15 Feb.
  + Phase 1 report test cases – 18 Feb. - #?
    - TBD Melissa / Angi / Vicki?
  + Committee reads Phase 1 reports: 18 Feb. – 11 Mar.
    - Reports will be available on H-drive, organized in college folders
    - Use attached Excel file as worksheet (maintain minimal comments on worksheet) – **see attached worksheet template**
  + Submit worksheets to Anne Aldrich no later than noon on Monday, 11 March.
  + Categorizations will be re-distributed no later than noon on Weds. 13 March.
  + Phase 1 assessment meeting: 14-15 March (@ NCCAT)
  + Reports to programs on phase 1 recommendations - TBD
  + Phase 2 timeline – TBD.

**7. Additional items?**