Program Prioritization Task Force

Abbreviated Minutes for Monday, December 3, 2012

Submitted by Vicki Szabo

Present: Angi Brenton, Vicki Szabo, Jason Lavigne, Brian Railsback, Tim Carstens, Debra Burke, Mary Jean Herzog, Georgia Hambrecht, Joan Byrd, Laura Cruz, Chip Ferguson, Bruce Henderson, John Baley, Dave Kinner.

Also in attendance: Melissa Wargo

Absent: Dave Hudson, Hannah Wallis-Johnson

1. Ongoing discussion of criteria and indicators (see Draft 1 / Draft 2 PPTF Criteria)

Task Force (TF) discussed Draft 2 (labeling of drafts corrected), which included two metric additions by Angi – Cost per SCH and Cost per Student. The rationale was explained for these additions (capture majors and other service courses more effectively) and for the omission of Total Budget / Dept., which does not have five years' worth of data. Melissa Wargo provided examples from Delaware data on these metrics.The TF discussed the positive and negative factors in the addition of these metrics, but felt they would provide useful data. OIPE will help provide descriptions of all these metrics prior to distribution; the TF emphasized the need to be explicit and clear in why we are asking for these data and what we hope to learn. Angi also discussed the additions and changes to comparative standards; Delaware averages were included for several metrics, and medians instead of means were included as comparative standards in order to balance out large and small programs.

The TF continued discussion of the narrative / qualitative statements. Three statements were combined into one statement, still a total of 600 words, with a shift of order of the three items to be discussed. Vicki will revise this language and redistribute at the next meeting.

The TF discussed whether the program reports would be read and reviewed in groups or by the TF as a whole. After much discussion, a vote was taken and it was determined that the entire TF would read every report. Categories and means of assessment were also discussed, but will be returned to at the next meeting. The TF also discussed how trends in data will best be represented graphically in program reports; this will also be continued at our 10 December meeting. The TF engaged in some discussion of the upcoming January forum and the fact that we need some template for Phase 2 prior to the forum.

1. Review and approve program / unit analysis – ('Master list programs')

The program lists will be given to the Deans, who will provide greater detail on certain programs and whether they exist as a subset of other programs or degrees, and whether they are truly programs worth review. This is an important distinction best made at the Dean's level, which will then be shared with the TF for final decision.

1. Moving forward

Next meeting 10 December; Vicki will send a meeting request to see whether enough members will be available to attend during exam week.