**Program Prioritization Task Force Minutes**

**December 10, 2012**

**Present: Angi Brenton, Brian Railsback, Chip Ferguson, Dave Hudson, Dave Kinner, Debra Burke, Jason Lavigne, Laura Cruz, Mary Jean Herzog, Tim Carstens, Vicki Szabo, Bruce Henderson**

1. Conclude criteria and indicators draft for distribution (see Draft A / Draft B PPTF Criteria)

Angi and Vicki reviewed Draft B changes and discussion ensued. We may need to have a pre-major category under baccalaureate – accepted/pre-major – add a row under baccalaureate program. Discussion ensued regarding collecting this data – uncertain as to whether this will be included.

On January 16 at the forum we will present the criteria. Melissa will generate data by the end of January (will make adjustments based on forum feedback if needed). Programs will receive data at the end of January and negotiate with Melissa and PPTF for data disputes. Programs will be required to let us know about any problems prior to submitting data with narratives. The campus will receive the template. We need to include a glossary of terms/acronyms: SCH, CIP Code, Delaware, UNC-Peers, Census, 12 cell funding matrix (Laura will send her current list). Vicki will make final changes and send it out at the end of the week.

* How to assess?

We will place all program data on Blackboard with folders for each college, within those subfolders for departments and within those subfolders for programs. It was agreed that the task force as a whole will read all programs. It was suggested they be sorted into three categories. The task force will see how they fall out where we are in agreement and determine how we will vote for those we are not in agreement on which category they fall into. Categories will be 1, 2 and 3 with 1 being highest. Numbers and symbols will be included.

Programs will receive data within ten days of the forum. Data with narratives will be due to the task force by February 15. Discussion ensued regarding meeting with programs that wish to appeal recommendations. What would take place in those meetings? An opportunity to provide a say, but what will be accomplished by that? Should we talk about this as the forum? Discussion ensued.

* Discussion of Phase 2 / In-Depth Program Analysis

The task force discussed how to proceed within Phase 2. The following options were discussed:

**Option 1:** Phase 2 - responses all in writing, face to face meeting with task force following recommendations to the Chancellor

**Option 2:** Phase 2 - combination written appeal and face to face meeting with the task force prior to recommendations to the Chancellor for Category 3 Programs only

**Option 3:** Phase 2 - written appeal only for Category 3 Programs after initial recommendations are released to campus/Chancellor

**Option 4:** Phase 2 - face to face appeal to the Chancellor for Category 3 Programs only.

The majority of the task force is split between Options 2 and 3. We will send the options out for those who could not be here today to weigh in - this may provide us with some clarity. Otherwise we could take the ones with significant votes to the forum and ask their opinion, or we can revisit on the 14th to talk about it prior to the forum. We will set aside two days for face to face meetings.

1. Program list / unit of analysis – ('Master list programs')

Angi has shared the program list with the deans who will in turn share it with department heads. In particular they are looking at certificates that are imbedded in programs and CEAP is looking at education degrees to help us deal with that. We should have this by the end of the week and Angi will share with the task force.

1. Moving forward

* Next meeting – Monday, 14 January, 2013, 12:30-2:30
  + Prep for Forum
    - Materials to distribute via email:
      * initial program screening criteria (table)
    - Materials to distribute via email or at forum?
      * Program list
      * Overview of process for phases 1 and 2
    - what feedback do we in addition to answering their questions?
  + Finalize phase 2
* Forum - 16 January, 2013
* Scheduling for Spring 2013 term – Mondays, 12:30-2:30, Dogwood Room.