**Program Prioritization Task Force Minutes**

**February 11, 2013**

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

**Update from IOPE**: Melissa received a lot of questions about data early in the week, but it tapered off later in the week. Melissa has had some requests to change data - generated vs. allocated FTE’s. One school asked for an adjustment that reduced their overall allocated FTE by 13 positions. Angi asked Melissa to look back through other reports to make sure we are doing this consistently across programs. Angi’s preference is to not take out release time – it can vary semester to semester and can mask a faculty overage. If we see too much inconsistency we may need to send out more specific instructions. Discussion ensued. If you know of anyone with anomalies in the reports they need to report those to Melissa and/or Alison.

Angi would like us to do a two-stage comparison in norming our evaluations. Earlier we discussed picking four representative programs to categorize to get a sense of how we are using our system. Angi still wants to do that but in addition complete a second round after we have reviewed 20-25. We may have Melissa choose the first four programs and then choose 25. We will meet after each of these reviews to resolve any inconsistencies. The Task Force agreed this was a good idea.

We likely will adjust the meeting schedule as needed to complete the above comparisons.

**Timeline:**

1. Program Materials due to Anne by close of business on ***February 15***
2. PPTF access to materials by open of business on ***February 18***
3. Review first 4 programs at ***February 18*** scheduled meeting
4. Review next 21 programs and discuss at ***February 25*** scheduled meeting
5. Task Force to complete review of remaining programs prior to retreat
6. PPTF Retreat - ***March 14 and 15***

Anne will send updated timeline to the committee.

There will be three hard copies of all data produced and placed in the library for review. One will be left at the reference desk for people to make copies from – however, individuals pulling data from this notebook and putting it back need to be very careful to keep items in order. The other two sets of data will be in Hunter Library G24 - key available at the reference desk. The reference desk will have a list of task force members.

**50 word narratives for each data set** – the purpose of this narrative is to explain things that are unusual, not interpreting the data – is this how everyone else interprets this? The task force agreed this was their understanding.

**Minors** – all we are going to be able to get is five years of data from Larry for students enrolled with that minor, and five years of data of students graduating with this minor on their transcript. This is all we will have for the 25 stand alone minors. We do not have a sample yet from Larry. Discussion ensued.

**Faculty Template** – simple way to determine various people taught in different programs.

**Template** – 50 word and 600 word statement. Templates and instructions are good to go.

**Category descriptions** – These descriptions are slightly revised based on our discussion last week. We divided out the number of classes taught by tenure track, fixed term, part time. Angi reviewed these changes. The task force is good with the changes.

**Student participation** – we have given the students on our committee the option to not participate in review of programs during this next phase, but to rejoin us again after program ratings. All students have opted to do this.

Anne will talk to Alison about the best way to capture rankings from the task force.

Anne will resend category descriptions without DRAFT.