

MINUTES
Program Review Committee
Date: January 11, 2023

Committee Member	Present	Absent
Angela D'Amour	x	
Michelle Hughes		x
Bob Haring-Kaye	x	
Tim Loomer	x	
Jana Mayfield Mullen	x	
Tatiana Nazarenko	x	
Sandra Richter	x	
Steve Rogers		x

Meeting started: 3:32 pm

1. Prayer

Tatiana opened the meeting with prayer.

2. Minutes from December 7, 2022 meeting

Minutes were approved unanimously without any corrections or changes.

3. Meeting with the Provost and departments regarding six year reports

Tatiana discussed plans for the Spring semester. Review teams will meet with departments to review and discuss the reports.

- Communication Studies Department has received the report.
- Biology Department has not received the report. The external reviewer may be finalizing the report.
- A meeting with the English Department will not be held until they have resubmitted all missing components of their report.

- Departments should read the report, discuss the report, and identify items to go into the action plan. They should discuss any issues or concerns prior to the meeting.
- August 15 is the due date for submitting the action plan.
- Jaron Burdick is working to schedule these meetings in March.
- The program review team is not expected to prepare anything for the meeting with the reviewed department and Provost. It will be helpful to bring the program review team's report for this meeting.

4. Student Life six-year report

We need to review the Student Life report. Tatiana will create a new rubric to review the report. Jana, Steve, Tim, and Tatiana will read and complete the rubric. We will plan to read the report in January and discuss it in February.

5. Faculty load data and changes in the program review handout: Tim and Tatiana

Some departments asked for faculty load data. So this was generated and uploaded to the departmental files.

In 2019, the Faculty Senate directed that departments review faculty load data and use it in their six-year reports. The expectation of the Provost's office is that chairs talk about faculty load issues or concerns as they arise, rather than waiting for the six-year report. Report section B of the PRC Handbook has been updated with a relevant paragraph.

The committee discussed whether the faculty load data should be a required feature of the seven-year report, which would allow the Provost to see any inequity in the number of students and classes being taught and address the issue. However, with perhaps a few exceptions, faculty members want to share the load equitably. Therefore, it would be prudent for department chairs to look at load reports and discuss any emerging issues with the Provost annually. It is important not to create an impression that the college threatens programs with low enrollment, especially given that expectations around faculty load may vary among the departments.

From an accreditation perspective, if the institution doesn't seem to have an issue with faculty load, then the accrediting body is unlikely to have a concern over how this operates. If faculty members express a concern with this, then it could well become an issue to be addressed in the next review cycle.

The PRC decided to update the handbook to include a statement regarding the reporting of this data in the seven-year report. Perhaps a key-question prompt related to faculty load equity being a possible key question for departmental review.

6. Other business

Comment: Math and CS data response was submitted back in October. So the Records spreadsheet should be updated accordingly. Athletics is still underway. The Department of Economics & Business has not submitted their report yet.

Meeting adjourned: 4:38 pm