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Institutional Effectiveness Committee Minutes

Institutional Effectiveness Committee

9-2-2022

Minutes 9-2-2022 | Institutional Effectiveness, Program Review Subcommittee

Tracey Matthews

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Committee on Program Review

September 2, 2022 1:00-2:30, Merrill Hall 115

Present: Tracey Matthews [Chair], Jodi Poe, Randy Blades, Lauren Findley, Skip Clark, Jan Case, Misty Ray, Jessica Wiggins, Courtney Peppers, Brandy Russell, Anastasia Rodriguez, Channing Ford, Erin Rider

Absent: Joe Walsh, Blake Hunter, Michelle Green, Julie Nix, Tim Garner, Julie Staples

Item	Discussion	Decision/Action
Call to Order	1:00 by Tracey	
Announcements and Approval of Minutes	Motion to approve minutes by Jan, Skip seconded, all in favor.	
Development of Workshop for Pilot: Instructional Programs <ul style="list-style-type: none"> • History (UG) • History (G) • MPA (Accredited) Non-instructional <ul style="list-style-type: none"> • Transfer Pathways • Internal Audit 	<p>Dean Stone recommended History (undergraduate and graduate) for pilot review.</p> <p>Program Review document includes program timeline. Edits were made by Tracey based on committee feedback. Timeline is a work in progress, for example, workshops will start the end of September, early October. Skip asked- is 30 days enough time for peer review? November 15 is the deadline for selection of peer reviewers. However, 60 days to complete the program review is challenging. Erin-could we extend deadline to the end of January? Committee will review but the goal would be to meet the June deadline for the Vice President. Skip asked-who pays the reviewer costs? Tracey mentioned the departments themselves.</p> <p>Agenda-includes who would be included in the visit meeting- some positions could join for the same meeting. Meetings could be shortened to 30 minutes when appropriate.</p> <p>Rubric expected to be used, but reviewers could also add a narrative.</p> <p>President’s Cabinet to be a reviewer of financial part at the closing the loop part of the process.</p> <p>Tracey asked the committee for feedback and/or to determine if anything is missing. Committee did not have anything to add.</p>	Adjustment to Timeline

Library Resource Page	Should we have Chris Inman create a Canvas course? Jodi will make the library resource page added to a Canvas shell. We can record workshops and have a welcome video. Canvas could be used to allow committee to review narrative drafts.	
<p>Next steps:</p> <p>Communication and feedback from Deans/VPs and DHs/Directors</p> <p>Communicate to pilot programs</p> <p>Identify dates for workshops</p>	<p>Multiple workshop dates to determine or one date using a poll for workshop pilot members. Tentative dates and times: September 28th 1-4:30; October 7 11-2:30, October 14 11-2:30. Each session will be 1.5 hours.</p> <p>Workshop Agenda subcommittee: Randy, Erin, Blake, Courtney. Agenda to include welcome, overview, going over document, Blake to share types of data available, and Canvas.</p> <p>Use Canvas to separate modules for certain parts- discussion forum and review of narratives.</p> <p>Skip-suggested to create a template for pilot programs- question and response box is ideal. Would also help a reviewer. Could work as a word document narrative, and to include any supplemental documentation using links or appendices. Committee agreed to review pilot program's finished documents to then determine which format would work best in future reviews.</p>	
Next Steps	<p>Tracey to send out email Wednesday to notify selected programs for the pilot.</p> <p>Scheduled a meeting with subcommittee for the workshop agenda, September 8th 2:30.</p>	
Next Meeting	To be determined	
Adjournment	1:40 Tracey concluded meeting.	