

## **PARC Meeting**

**February 9, 2011**

**Sage room 2030, 11 a.m.**

### **Minutes**

*Attending: Greg Wood, Tracylee Clark, Stephen Clark, Ed Nuhfer, Chris Cogan, Andrea Grove, Virgil Adams, Steve Lefevre, Nelle Moffett, Luda Popenhagen, Jesse Elliott, Joan Peters, Marie Francois, Daniel Lee*

#### **1. Program Assessment (Ed)**

Ed outlined revisions to the Rubric for Determining Stages of Development of Capacity for Program Assessment. After discussion, the committee approved the revision which included reference to program outcomes mapping to University mission and goals.

The committee invited its members to discuss the Rubric with their respective chairs. They also asked Steve and Ed to discuss the Rubric with the Interim Dean, inviting him to discuss it with chairs as a way for them to identify where they are in assessment capacity. There was discussion about how involved adjunct faculty should be in assessment, with several agreeing that practices differed among the program areas.

#### **2. Tk20 and its Role in Program Review**

Nelle introduced the new Tk20 data management system that the University has acquired, reporting that recent grants have allowed us to purchase all the modules. Accessing her IR website, she explained some of the functionality of Tk20, and how it can be used for surveys, reports, analysis and mapping, portfolios, and assessment work. Specific to PARC, she showed how she has adapted the external reviewers rubric, used in program review, to Tk20 and reviewed the program review document archives that hold all prior program reviews (including self-studies, external reports, PARC reports, and Program Action Plans). Several members asked questions about the system.

#### **3. Program Review Update (Steve)**

a. Review of Calendar of Future Program Reviews. Steve reviewed the draft of the program review calendar.

b. Self Studies for Psychology and History. Steve reported that these two programs have begun their self studies, which will be completed later this semester.

c. Revising the Guidelines for Program Review. Steve explained how his office had drafted revision of the "Guidelines for Program Review" which have been used since 2007. He said that several of the procedures and templates used in program review have changed, although most of the policy and data elements have remained the same. He asked for volunteers to assist in updating these Guidelines, reviewing the draft, and recommending how they can be integrated into Tk20. Volunteering were Greg Wood, Chris Cogan, Marie Francois, Virgil Adams, and Ed Nuhfer.

