

ACADEMIC PLANNING COUNCIL

August 28, 2017

3:00 p.m. Altgeld 315

Minutes

Present: Abdel-Motaleb, Barnhart, Chitwood, Cripe, Daniel, Douglass, Falkoff, Gordon, Hunt, McCord, Mini, Reynolds, Siblik, Subramony, and Winkler.

Meeting was called to order at 3:03 p.m.

1. Welcome and Introductions

- Carolinda Douglass welcomed everyone
- Went around the room and everyone introduced themselves

2. APC's Purpose and Goals of Program Review

Chris McCord spoke to the APC about the purpose and goals of program review

- Function of APC is to be an oversight for the university.
- Programs are reviewed at least every 8 years and some programs have chosen to be aligned with their accrediting bodies.
- IBHE has come to respect us because of our detailed program review and we must continue to maintain public trust.
- We recently we went through program prioritization and reviewed all programs at once. This was a distinct process from program review. The goal is to get to the point where program review and program prioritization are no longer separate processes.
- Program review is a great way to help a program representatives and APC members identify issues and/or problems within the program they may not have known were there.
- Other functions of APC include:
 - The Executive Budget Committee (EBC) was formed to make sure there is transparency to budget allocation processes. The Vice Chair from APC is a liaison to that committee.
 - The University Assessment Panel (UAP) also has two APC members who are liaisons between the APC and UAP.

3. History of Program Review and APC

- Video by Anne Kaplan, accessible on Blackboard.

4. Expectations for APC members; subcommittee members, and chairs of subcommittee

Marc Falkoff and Geoff Gordon spoke to the group about what the roles of the Vice Chair, subcommittee members and the chairs of the subcommittees are.

- Vice Chair: when provost is absence he/she will moderate the meetings. Continue to gather information to keep a conversation going on how we can best serve the university.
- Subcommittee Chair: Facilitates the subcommittee meetings with the program representatives, compiles input from the subcommittee members to complete the subcommittee report, and presents the subcommittee's findings at the full APC meetings.
- Chair-in-training: To make the chair's job easier, look for items in the report to complement and give additional recommendations. The chair mentors the chair-in training so that they are ready to take over the following year.
- One elected and one appointed UAP representative: will meet with UAP on first and third Fridays of the month and will be a liaison for APC.

5. Elections

- Vice Chair Election
 - Nomination: Mark Falkoff
 - First motion made by Ibrahim Abdel-Motaleb
 - Second motion made by Roland Winkler
 - Motion approved
- Chair-in-Training Election (conducted with paper ballot)
 - Subcommittee A: TBA (missing member from College of Engineering and Engineering Technology)
 - Subcommittee B: Brad Cripe
- UAP representative
 - Appointed (1 year term): Manju Daniel (volunteered)
 - Elected (2 year term): John Siblik
 - First motion made by Ibrahim Abdel-Motaleb
 - Second motion made by Roland Winkler and Geoffrey Gordon
 - Motion approved

6. Program Review and APC Overview

- Questions/Comments should be given to the subcommittee chairs by September 5th (usually Monday prior but Monday, September 4th is a holiday).
- Jeff Reynolds explained dashboards and what is accessible to the APC members.
- External review will only be for two departments this year (in spring). The two Departments include Geography and Atmospheric Sciences and Geology & Environmental Geosciences.

7. Ongoing Evaluation and Process Improvement

- A survey will be given to program representatives who have gone through the program review process to receive feedback on the process.
- Begin to think about emergent themes from APC.
- APC input into budget development process, ad hoc budget adjustments, and feedback to EBC and how the budget is affecting the programs.
- Vice Chair will be a liaison to the EBC and will give the APC members updates from the EBC meetings.
- Potential merger between program prioritization and program review → would provide relief campus wide.
- APC notebook, which can be accessed on blackboard, is a good resource
 - Topics include: committee, background information, guidelines, NIU Program Review Schedule, and data.
 - The APC Notebook can be found on Blackboard following this path: Content Collection\Institution Content\VP Acad Plan\APC 2017-2018\Notebook

8. Alignment with Program Prioritization and the EBC

- Throughout the year, we will be discussing ways in which the Program Review process can align or be merged with Program Prioritization.
- We will also discuss how we can best provide input to the EBC.

9. Questions?

- Was an initial subcommittee draft sent out for reference?
 - Crystal will work on sending one out
- Can the program representatives come at 3:30 p.m. instead of 3:00 p.m.? It will be easier so the APC members can take a look at the report and discuss before the program reps come.
 - Crystal will email program representative and have them arrive at 3:30 p.m. rather than 3:00 p.m.

10. Subcommittee Meetings

- Split up into subcommittees to meet briefly.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Mickey Rodriguez and Crystal Doyle