ACADEMIC PLANNING COUNCIL

August 27, 2018

3:00 p.m. Altgeld 315

Minutes

Present: Abdel-Motaleb, Chitwood, Cripe, Daniel, Douglass, Einolf, Falkoff, Gordon, Ghrayeb, McEvoy, Mini, Mogren, Reynolds, Siblik, Stephen, Subramony, and Ysasi

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

1. **Welcome and Introductions**
   - Carolinda Douglass welcomed everyone and spoke on a few items
     - The new process of APC where instead of having two subcommittee chairs everyone takes a turn reviewing a set of programs for one week
     - Executive Vice President and Provost McCord is not present today and he is the chair of the committee, Marc Falkoff is the current Vice Chair and will be chairing the meeting
   - Went around the room and everyone introduced themselves, mentioned what department they are from and how long they have served on the APC
   - Carolinda Douglass informed the group that this past year we had our 4-year Assurance Review with the HLC and they came back and said all areas were "met." That is a huge accomplishment!

2. **APC's Purpose and Goals of Program Review**
   - Carolinda Douglass spoke about the purpose and goals of Program Review
     - Purpose of Program Review is to ensure the quality of the offered programs at Northern Illinois University (NIU)
   - The spirit of APC is peer review
   - Responsibilities and Duties
     - Prepare and periodically update NIU's academic mission statement
     - Develop and periodically update plans and strategies to fulfill NIU's academic mission while ensuring academic programs align with NIU's mission
     - Develop and implement procedures for periodic review of academic programs in terms of their quality, achievement of student learning outcomes, and their consistency with NIU's mission
     - Advise the Executive Vice President and Provost on academic priorities and strategies including the establishment of Priorities and Budget
     - Make recommendations to colleges and departments regarding implementation, development, and follow up on future programs and review centers

- Marc Falkoff spoke on the importance of colleagues working together in order to make the review process meaningful and for programs to improve
- One of the rolls of the Vice Chair is to work with the Executive Budget Committee (EBC) from time to time

3. **History of Program Review and APC**
   - Video clip by Anne Kaplan
     - Full video can be found on Blackboard following this path: Content Collection\Institution Content\VPAcadPlan\APC 2018-2019\Meeting Materials\Orientation Meeting – August 27, 2018
     - The goal is to maximize the program's potential, justify new programs or program expansion, and meet accreditation requirements and compliance mandates

4. **Expectations for APC members; subcommittee members, and chairs of subcommittee**
   - Marc Falkoff spoke on expectations
     - Review the report and come up with questions for the chair of the committee
     - Chair completes the report that gets sent to the subcommittee members and the chair leads the subcommittee meetings
   - Geoff Gordon
     - Participation and contribution from everyone with questions and suggestions is important
     - It is an opportunity for members to take things back to colleges and departments
   - Judy Chitwood
     - It is important for not only the subcommittee chair, but also the subcommittee members to participate
   - Carolinda Douglass
     - The subcommittee chair leads the review and receives input from others during the meetings
     - Subcommittee members received a document with the name of the programs they are reviewing and what the due dates are for the report and what the meeting dates are
     - If there are any questions or concerns, others can help through the process
     - Any questions about dashboards, Jeff Reynolds will be present at the subcommittee meetings
   - The Subcommittee Chair can set their own dates for input
     - Subcommittee A: give input to Judy Chitwood on the M.A.T. program by September 4, 2018
     - Subcommittee B: give input to Marc Falkoff on the Philosophy programs by September 7, 2018

5. **Elections**
   - Carolinda Douglass spoke about the Vice Chair's responsibility
     - To serve as the chair of the committee in the provost's absence
     - Be involved in the Planning Committee
     - Represent APC for the Executive Budget Committee
   - Marc Falkoff spoke on his experience as Vice Chair
   - Vice Chair Election
     - Nomination: Marc Falkoff
       - First motion made by Brad Cripe
       - Second motion made by Ibrahim Abdel-Motaleb
       - Motion passed

6. **Ongoing Evaluation and Process Improvement**
   - Carolinda Douglass spoke on the improvements made since 2013
     - Aligned Program Review with accreditation cycles
     - Created a stronger linkage between assessment, student learning outcomes, and Program Review
     - Created Program Review dashboards to visualize data such as enrollment, degrees conferenced, and research productivity
       - This year there will be a dashboard to view alumni data
     - Aligned external review process with Program Review
       - NIU completes any external review for any program that has a doctorate program that may not have accreditation
       - Adult and Higher Education and Chemistry are up for external reviews in the Fall, but program review of the entire department will occur in the Spring
     - Jerry Blazey will complete a review process and will report out on research centers that are reviewed by his division
     - Program Reviews are much shorter now than in the past and are aligned with Program Prioritization narratives

7. **Alignment with Program Prioritization**

   - Program Prioritization narratives are dated
     - This will be the last year they will be utilized
   - The Executive Vice President and Provost has requested a proposal to merge Program Review and Program Prioritization
     - Must come up with a proposal this year
     - Maintain updates of Program Prioritization

8. **Program Review and APC Overview**

   - APC Notebook

- o The APC Notebook can be found on Blackboard following this path: Content Collection\Institution Content\VPAcadPlan\APC 2018-2019\Notebook
- o Carolinda Douglass spoke on the content of the APC Notebook and discussed each page
- o Ritu Subramony discussed the NIU Schedule for Review of Academic Programs and Research and Public Service Centers section of the APC Notebook
- Subcommittee Meetings
  - o This was already covered earlier
- APC Schedule and Report
  - o Blank templates are available on Blackboard for programs and centers
  - o Subcommittee reports
    - Cover who is part of the subcommittee
    - Includes strengths, areas for improvement, and recommendations
  - o NIU IPEDS Peers
    - Benchmarking provided against other universities
- Case Studies and Subcommittees
  - o Philosophy
    - Program Report folder includes completed template, follow up question for IBHE, Program Prioritization narrative, and provost office questions
    - First item to review is the Program Prioritization Narrative
    - The second item to look at is the completed template
    - Additional responses will come at a later time from the Provost Office
    - Read Me First file under the Data folder and Assessment folder includes all degrees in the unit with a summary of annual assessment updates, assessment status reports, and possible discussion questions
    - Dashboard
      - Much of the data can be found in the APC Notebook, but the dashboard provides a visualization of these data
      - There is a separate alumni dashboard for the B.A./B.S. program
      - There is a second alumni dashboard for the M.A. program
  - o Curriculum and Instruction
    - Open program report, completed template, departmental section and then look at pages 25-29 for M.A.T.
    - Will not see a dashboard for this program
    - Read Me First and Assessment materials under Data
    - Recommendations includes the recommendation from Program Prioritization for the M.A.T.

- Can view an alumni dashboard

9. Questions?

- Ritu Subramony asked if there was an order for viewing documents due to the overlap between data dashboards and Program Prioritization narratives
  - Judy Chitwood responded by stating that Program Prioritization narratives were outdated and she would look at the dashboards and template for more recent data
- Geoff Gordon asked if there should be a section by the Provost on how to enhance a program which has been part of Program Enhancement
  - Carolinda Douglass responded by stating that the primary way of learning how programs have been enhanced has been through faculty hiring cycles
  - There was a survey that asked how things changed after Program Prioritization, but is not easily accessible for reviewers
    - Dashboards can help explain such changes
- John Siblik spoke on the disconnect with recommendations from the shared governance body approving something and the resources actually being provided
  - How can this be strengthened?
    - There needs to be a stronger link to the decision making
    - Must have a meaningful impact on budgeting decisions
    - CFO was developing dashboards with key performance measures for the leadership committee and this may help explain the disconnect
- Is there anything we can find out about benchmarking and external peers?
    - Carolinda Douglass responded by stating that the proposal for merger can have more benchmarking available
    - Maybe need to ask individuals on undergoing Program Review what has happened as a result of the action plan

10. Other Business

- Reminders for Subcommittee due dates per Judy Chitwood and Marc Falkoff

Meeting adjourned at 4:52 p.m.
Respectfully submitted,
Crystal Doyle and Jessica Jaimes