AGENDA
APROC Monthly Meeting
Monday, January 13, 2019
1:00 pm - 2:00 pm, Center 430

In attendance: Rachel Knighten, Shannon Ball, Christina Howard, Caoimhin O'Fearghail, Kate Sullivan, Matt Svoboda, Sharon Hagan, Paul Jarrell

Dates/Events

APROC Monthly Meetings:
- Monday, 1/13, 1-2
- Thursday, 2/27, 2-3
- Wednesday, 3/18, 2-3

Winter/Spring Events:
- Draft of IST revisions/recommendations to share with Paul--1/24 for feedback by 1/31
- Mid-Cycle Check-In (2017-2018 cohort): Wednesday, January 29th, 12-1
- Board Meeting: Wednesday, 2/19; report due 2/4 (Kate will have a draft up around 1/26 for feedback by 2/1) Kate's plan for the report: highlight themes that emerged in the questions for the 2019-2020 cohort and how aligned to strategic directions and mission; spotlighting two programs—Graphic Design (in year three) and Tutoring Services (in year two); priorities/work plan for the year; overview of progress Change in board report--now March 4th, with a due date to the board by 2/21)
- Check-In with 2019-2020 Cohort: February 20/21, 12-2 both days
- Annual Process Review Check-in with Paul: Thursday, 4/16, 11-12
- On-boarding for 2020-2021 cohort: tentatively R & F, 4/9 & 10, 12-2
- Spring Round-Up, 2029-2020 cohort: R & F, 4/16 & 17, 12-2 both days
- Winter IR drop-in consultation: R & F, 1/30 & 31, times TBA (not necessary for others to attend, although we'll invite the assessment liaisons)

Discussion
- **FYI:** IR and FPD in dialogue about "best practices" document for classroom visitors--Molloy and Kate will work on a draft to share with Aryn/FPD and APROC--best practices for observations is not unique to APR, but the issue has arisen through APR process--classroom observations, for example, so this might be an opportune time to create a document that can serve the college at large. We will consult Faculty Council when we have a draft (this work will start in March).
- **IST revisions:** questions for Paul:
    - Will we be on a 2-year planning cycle?
    - Is the college working on transparent & systematic allocation of resources (and what sources are there for APR-related projects? [FPD, CD, assessment, perkins, etc.)
    - Dennis and Christina met with Paul and determined that developing a database/online software system that allows for real-time updates and recommendation tracking will help with many of the issues related to the IST process,

as will clarifying funding timelines and processes. Dennis, Mai, and Christina met with Barbara Barlow Powers, who shared, "SmartSheet" an online software system that is similar to googlesheets and will allow programs to enter data and track their progress.

- Landing page and access to APROC documents--Mai, Kate, Paul--this is in process; Program Review will have a landing page with links to APR, Facilities, and Student Services Program Review--in process, including branding of campus-wide Program Review
- Curriculum Development Handout--will vote on approval at the next APROC monthly meeting
- Report out: Charter (Dennis, Kate) & APR Reflection Rubric (Shannon, Tammy); Reflection Rubric has been approved and will be handed out at Spring onboarding (and at the winter check-in for the 2019-2020 cohort); Charter discussion continue.