

AGENDA

Academic Program Review Oversight Committee Monthly Meeting 10.2.2021

10-11 AM Zoom: <https://lanecc.zoom.us/j/97287778206>

Present: Christina, Cathy, Randy, Shannon, Tammy, Patrick, Kate, Anne, Mai, Dennis, Matt

1. Approve adopt Minutes from Retreat--approved
 - a. **Action Item: Mai will archive.**
2. Finalize meeting time--[scheduling](#) table: no one time works for everyone--Fall term, we'll have varied times to ensure everyone can attend one full meeting. Schedule for the term:
 - a. November meeting: Friday, 11/5, 10-11
 - b. December meeting: Thursday, 12/2, 10-11
 - c. **Action Item: Mai will send out Zoom/Google Calendar invites**
3. Finalize [Coaching Assignments](#) (Kate, Anne, Caoimhin, Tammy)--finalized
 - a. **Action item: Mai will add names to this [schedule](#), using information from the linked coaching assignments document, above.**
4. Schedule IR workshop/summit around the SDP (Cathy, Coaches)
 - a.
5. Approve plan/parameters for the six-year cycle--embed short-term reporting
 - a. adjust year names to encompass both CTE and FOS
 - i. Inquiry/Self Study**
 - ii. Planning
 - iii. Implementation
 - iv. Cyclical Check-In (for
 - v. Plan Adjustments
 - vi. Report, Reflect, Recharge**
 - b. Have a title/overview page with two branches--one for CTE & one for FOS, noting internal reporting deadlines within the 6-year cycle for CTE
 - c. Include more details in the Handbook about reporting requirements
 - d. **Discussion: integrating other process reporting requirements & events into APR documents and the cycle (worry about the "long tail" of APR being subsumed by other, more immediate/critical responsibilities).**
 - e. **Action Items: Kate will draft some language to share--discussion & writing/editing assistance taking place via email. Target date for Kate's suggestions, with feedback from APROC by 10/16: 10/11; Kate will send Cathy the list of data elements we crafted**
 - f. [Letter to Marge](#) about data needs/SDP & DDS
 - i. Preliminary draft shared & several suggestions for improvement
 - ii. **Action Item: suggestions/edits/language to Kate by 10/4; second draft by Kate to APROC by 10/6**

6. Discussion: [APROC Questions](#) delayed-- **Action item: circulate poll about additional meetings**
7. Finalize [Work plan](#)--delayed --**Action item: circulate survey digitally about: additions, assent, membership on subcommittees**
8. Formalize Subcommittees (see above)
9. Call for more APROC participants--tabled

Changes to the Handbook--language about EPR visit and responsibilities--tabled--will take up with leadership team