10.9.20_Agenda_APROC Monthly Meeting
Minutes in Blue

In attendance: Kate Sullivan, Rachel Knighten, Tammy Salman, Shannon Ball, Cathy Thomas, Matt Svoboda, Mai Mathers, Christina Howard, Caoimhin O'Fearghail

- **12-12:10: Welcome: Overview of the meeting; introduction reminders, questions about scheduling** --There is no time that all of us can meet--the closest is Tuesdays, 1-2 (Caoimhin cannot attend, though--he can attend). Tuesdays 1-2 it is; Kate will reach out to Caoimhin and see about scheduling an alternate time to meet with him; Matt will be late in joining.

- **12:10-12:30: Report out** from the Leadership Team on the latest **meeting with administration** (9.25). Christina and Rachel reported out on their takeaways from the meeting with Richard Plott and Paul Jarrell. What follows are highlights:
    - **DATA:** Data sources that the college uses should be provided to APR leads, program faculty and advisory committees for contextualization and/or to provide alternate data points to augment the official sources that the college uses. In particular, data sources for employment (OLNIS) are not particularly relevant/correct for some programs (examples from Music Tech, PTA, where OLNIS data are insufficient, esp. In terms of accounting for employment via the gig economy)
        1. **METRICS** identified by faculty through the course of APR should both anticipate and align with emerging metrics put forth by administration (still waiting on metrics from administration)
        2. **CLARIFICATION** by Molloy--the standard data package was never designed for APR, so, by necessity, programs must meet with IR and have a robust conversation about the parameters of their programs, so that the data that are created accurately reflect the realities of the program (Kate's note: this phenomenon--that the standard data package is a starting place to evaluate a program's success/performance needs to be better understood by administration, esp. deans).

    - **APROC CHARTER:** given that the larger institutional plans/organizational changes envisioned by Richard and Paul have not been realized, our revisions to the charter may be provisional. Our strategy will be to emphasize that we did not have sufficient contextual information during charter revisions, and we've anticipated as best we can. Please see the Charter for revisions made during the meeting today. We did not get to the roles and responsibilities document but will work on this in November, with an understanding of the caveat, above.

    - **PROGRAMS vs. FIELDS OF STUDY:** Richard and Paul seem to be in agreement that programs = areas that result in a degree or certificate/credentials, although Paul has expressed a commitment to including "fields of study" in APR

and that the work be meaningful and not simply compliance-driven. There is some indication that some fields of study will be consolidated (e.g. like the combined APR, "languages," that includes Spanish and French). We have some concerns about what it means for APR in areas that have multiple degrees and credentials that may not be sufficiently aligned (too much work for one lead) or what to do about APR for the AAOT and AGS (who would lead this work? We wonder how the newly developed FASA positions might intersect with this work and would like to be provided a list of FASA descriptions and contact information). Additionally, In future conversations with admin, we may want to emphasize Guided Pathways and stackable credits (and the role of MTMs?) in this conversation--but exactly how this college priority is playing out is still opaque, at best. FYI: admin is working on a chart/visualization that will show the hierarchical degrees and certificates related to various programs.

- **Our MOA:** any conversations about amending/revising the MOA should be referred to Adrienne Mitchell

- **Rumors of a 4-year APR Cycle**?--Christina and Rachel indicated that neither of them, nor Dennis, had any recollection of a conversation that Richard amended to the minutes from the 9/25 meeting (it's clear that Richard has been suggesting that the leadership team agreed to this shift); they will revisit this conversation at the next meeting; will suggest surveying APR leads about their experiences with the 5-year cycle; note: six year cycles also fit into a two-year budget cycle).

- **Accreditation Timeline**--just an FYI for APROC to keep in mind and make sure that we are involved in all requisite discussions**.**

- **Discussion of Mapping & how it will impact APR**--maps will provide documentation about where programs are with assessment at the course and program levels and whether curricula has been updated; [Christina's suggestion for communication about mapping--emphasize how program mapping will intersect with APR and strengthening programs]. Shannon will provide us with an example map.

- **Mission Fulfillment Indicators**; We have 18 indicators related to programs; eventually, there will be a score-card and we'll have comparator schools locally and, maybe nationally, lessons learned/next steps (programs/departments will be involved in defining this part/response to the indicator)--we'll need to foreground this information to programs, so they can be mindful of them in their APR research. Indicators marked with green are relevant for programs to consider during their self study process. Yellow are indicators specific to CTE programs

1. #5: assessment of program demographics in relation to college demographics: gender, race/ethnicity, first generation, PELL status, gender?
2. #6 credit outcomes for skill development students
3. #8: CSSE/SENSE data about student satisfaction
4. #9 degree-seeking students who've seen an advisor
5. #10: assessment--% who have developed and implemented assessment plans
6. #11: Program Review—meeting milestones for APR process—we are creating benchmarks (on-task, on-time, qualitative evaluation--and a rating on a scale + some contextualizing prose) + evaluation of progress towards yearly goals--survey (still needs to be approved)
7. #12 & #13: completion of writing/math during a student's first year
8. #14: retention year-to-year--this is aggregately
9. #15 & 16: degree attainment
10. #17: CTE certs/licensures
11. #18: % of CTE students who participate in work-based learning (Co-op 280)

- **12:30-12:40: Coaching Duties--**Who can do what? The chair's reassignment time has been reduced and reassignment for coaching suspended--given these realities, who can work with APR leads for the 20-21 cohort? Anne cannot undertake coaching for 6 teams without reassignment (Kate has asked Paul for reassignment for Anne/Coaching, and Paul has said he would see if there are any additional moneys). Before our November meeting, please consider volunteering to coach a team.
    - 2020-21
        1. Auto Tech/Egan Riordan
        2. Diesel Tech/Steve Webb (Kate)
        3. Aviation Maintenance/Neal Gallagher--have asked to step off, but Kate will confirm with them
        4. Commercial Unmanned Aerial Systems/Sean Parrish
        5. Construction Technology/Paul Rea
        6. ESL CEP/Colleen Shields
        7. Fabrication & welding/Doug Ford
        8. Fitness & Lifestyle Specialist/Wendy Simmons (Kate)
        9. Flight Technology/Paul Lancaster
        10. Health Information Systems/Shelley Williams (Kate)
        11. (Medical Assisting?)--Paul has asked if MA can step on this January; Kate has an email out to Cory Miner asking if this is possible.
        12. (EMT & Paramedicine?)--Paul has asked if EMT/Paramedicine can step on this January; Kate has an email out to Cory Miner asking if this is possible.

13. (History/Joe Escobar) (Caoimhin?)if MA and EMT step on, Kate will see, per Paul's request, if History and Anthro will step off for another year.
14. (Anthropology/Marge Helzer) (Caoimhin?)

- 2019-20 (* programs will schedule External Peer Reviews in Fall)--can coaches that have been assigned to programs continue working with them this year?)
    1. A & P/Jeanne McLaughlin (Kate)
    2. Biology/Suzie Holmes (Kate)
    3. Dental Assisting/Leslie Greer (Christina)--YES!--Kate will reach out about Ext. Peer Reviewer Meeting soon
    4. *Energy Management/Roger Ebbage (Tammy) --YES!
    5. ESL Intensive/Tracy Henninger (Caoimhin--can you continue working with ESL through their External Peer Review and creation of the IST plan?)
    6. Health Ed/Susie Cousar (Kate)
    7. Languages (Spanish/French)/Karin & Rachel (Kate)
    8. Nursing/Maggie & Jack Jessop (Kate)--Kate will reach out about Ext. Peer Reviewer Meeting soon
    9. Physical Education/Grady O'Connor (Kate)

- **1:30-2: Work Plan for 2020-21**
    - Patrick Blaine's role on APROC? Agreement that having him join seems like a reasonable step, given demands on Paul's time and APROC's new status under ASA. Kate will reach out to Patrick and see if he can join us--done!
    - Smartsheet intro-- beginning end of November, 2020 (Mai, Kate & ?)--Need a subcommittee to create handouts for entering data into Smartsheets--Kate will work on a draft of this document for the November meeting and share it with the committee
    - Need a subcommittee to work on year-five summary report format--collaborate with A-Team--conversation with Patrick--Shannon & Kate & Matt--Kate will send out an invite to get the committee moving and reach out to Patrick and see if there is any template for end-of-year reports that faculty submit to division deans.
    - Unfinished Items from the 2019-2020 Work Plan
        1. Develop a sustainable coaching system and coaching resources (philosophy/role statement, parameters for applying to coach, etc.)* (changes in administrative support for APROC and for coaching make this goal increasingly challenging)--this work is pending until we have more information from Paul and Richard about changes to APR
        2. Develop a communication plan with a focus on increasing engagement of multiple stakeholders and celebrating accomplishments, including, perhaps, a Fall and Spring Report to the Board of Education and an opportunity to report out to the College Cabinet--also pending, but we need to think about systems and strategies for being more involved.

3. Update Curriculum Handout to make Shannon the point person; check with Tammy to make sure the steps reference the updated curriculum process handout (Shannon, Kate, Tammy)

- Data Summits--January 2020--Molloy, Cathy, Kate will schedule
- **Mark your calendars:**
    1. Year Three Check-In--Thursday, 1/7 @ 11 AM
    2. Onboarding: January 1/14 & 15, from 12-2
    3. APROC Monthly: First Tuesday of the month 1-2.