MEETING MINUTES
APROC Monthly Meeting
Tuesday, November 19, 2019
1:00 pm - 2:00 pm
Center 430

Information/Resource Items:

- Survey information for APR leads interested in surveys/focus groups
- Faculty need more data literacy; part of this might be achieved by having access to certain student elements of student data--topic of future conversation. Right now, Kate, Cathy, and Molloy are working on explanatory documents on how to craft surveys--should be done by the end of fall term (if you are coaching and need handouts/instruction, reach out to Kate and your program's IR person to get help with surveys or focus group questions)

- Redaction/Confidentiality language "approved" by HR and the union--now in "master" draft of handbook, along with updated IR/Data information (still in process)--Kate will circulate the final language via email.

- Check-in on the following subcommittee work: Charter, Roles & Responsibilities, Curriculum Handout. Kate and Dennis will finish a draft of the charter to be shared and vetted at the December APROC meeting; Roles and Responsibilities group will work off of the charter/parallel language; Christina, Kate, and Tammy will work on an APROC curriculum document that includes some of the following:
    - Necessity of engaging all faculty who will teach the course in the process of revising/creating a course--collective effort
    - The function of a course outline
    - Link to COPPS policy about course outlines, syllabi, etc. (mechanics of finding information)
    - Links to new course checklist, course approval form from the curriculum committee
    - Language about state approval and "ownership" of courses (curricula is collectively owner by the college/program)
    - Information about an exploratory phase of funding (check again with Paul about parameters) to examine the viability of a course
    - Discussion of the program/division's role in archiving content?

We had some discussion about having a curriculum office that managed course outlines:)
Discussion:

- [IST process & implementation plans (Kate's Handout)](#)
- Deans and faculty (in the last couple of years) have had some confusion about:
  - CD and project funding coming out of dept/division budgets
  - Christina clarified that during the first several years, it was challenging to get faculty to "buy in" and participate in APR, and APROC (and Jen Steele's) strategy to create buy in was to assure programs that had gone through the self study stage of APR would be given priority in resource allocation for CD funding and assessment (which is what happened). This strategy has been successful in encouraging participation in the process; we are at a different stage now, though, and we have to be able to communicate to APR groups what the resource allocation process/system is. To this end, we'd like to convene a workgroup to clarify processes (and dates) for decision making. Steps:
    - Review Dennis' form and determine how to use it to communicate with deans, faculty, etc. (revise if necessary); develop an improved & standardized template that includes additional columns (recommendation approved? Y/N. If "no," "barriers to implementation? Local or global barrier?
    - Clarify decision-making deadlines with Paul
    - Adapt language in the APR handbook about the IST process to mirror the decision-making timeline/process identified by Paul.