

APROC Monthly Meeting--MINUTES
Tuesday, December 10, 2019
1:00 pm - 2:00 pm
Center 430

In attendance: Cathy Thomas, Rachel Knighten, Shannon Ball, Christina Howard, Caoimhin O'Fearghail, Dennis Gilbert, Tammy Salman, Kate Sullivan, Matt Svoboda, Paul Jarrell

- Monthly meeting times winter term: most of us can meet from 2-3 on Weds (9 of us). Other times, only six of us could meet.
- I've sent the following days/times to see when Paul might meet winter term:
 - Monday 1/13 from 1-2
 - Weds 1/15 from 2-3
 - Thurs 1/15 from 2-3

 - Monday 2/10 from 1/2
 - Weds 2/12 from 2-3
 - Thurs 2/13 from 2-3

 - Monday 3/9 from 1-2
 - Weds 3/11 from 2-3
 - Weds 3/12 from 2-3

We might end up with three different times winter term, to try to accommodate everyone's schedules (the times may be dictated by Paul's availability): actual days/times: Monday, 1/13 from 1-2; Thursday, 2/27 from 2-3; Wednesday, 3/18 from 2-3

Leadership team times Winter Term: Thursdays 1-2?: January 9th (exceptions--1-2 on Monday, January 8th to accommodate Kate's IEC commitment and Monday, 2/17, to accommodate our winter check-in; all other meetings @ 1-2 on thursdays) & 23rd; February 6th and 17th; March 5th & 19th

- APR Evaluation rubric--Tammy and Shannon; Shannon shared a draft of a checklist/outcome list that is focused on outcomes for the Year One, Self Study process; Shannon and Tammy will integrate suggestions from the committee (largely word-smithing) and share an updated version with others for additional comment--to be placed in the Year One subfolder, "Reflective Evaluation Checklist/Rubric"
- Curriculum discussion--Kate, Tammy, and Christina shared the goal of the document--to provide helpful links and suggestions to teams engaged in APR who might be considering curricular changes--the document will be informed by the Curriculum

Committee & COPPS policy, as well as Guided Pathways goals around faculty creation of Pathways. The goal is to help faculty understand processes and policies around curriculum development. A second version of the document will be circulated to Tammy, Christina, and Paul by 12/20 for comments/feedback before our January monthly APROC meeting. An impetus for the creation of the document: to have processes in place that minimize the possibility that things will be sent back after a program has already undertaken the work of developing the course. * Note--both the checklist and the curriculum document will, ideally, be positively impacted by the IST process revisions that Christina and Dennis are starting (in collaboration with Paul)

- Surveys and Data needs--Kate (with Cathy providing clarification)--process for faculty interested in developing surveys in collaboration with IR. Coaches should look in the subfolder "Using Surveys for Data Collection" in the Data Folder; the handbook will have links to these materials.
- Upcoming Year Three Luncheon--1/29--put on your calendar; year three check-in (please let me know if you can attend).
- Report to the Board: 2/19--also let me know if you can attend. I have two groups who've agreed to report out on their experience & progress: Tom Madison, Graphic Design; Casey Reid, Tutoring Services.