

AGENDA
APROC Monthly Meeting
Thursday, February 27, 2020
2:00 pm - 3:00 pm
Center 430

In attendance: Mai Mathers, Kate Sullivan, Tammy Salman, Shannon Ball, Dennis Gilbert, 11-1, Cathy Thomas, Rachel Knighten, Matt Svoboda, Christina Howard

I. The IST Process

- A. quick report out from Christina, Dennis, and Paul about their meeting last week
- B. discussion of IST timeline and possibility of revising APR process (should year two be “planning” rather than “implementation”?)

Dennis’ overview of the meeting (Paul, Christina, Dennis): focus: how will we track funding during IST meetings (and subsequently)? How can we help APR teams understand sources of funding, processes for requesting funding, and key deadlines/timelines?

Solution: creation of a database, which will allow tracking of funding requests (type, source, etc.) + allow APR teams to see what resources are available, as well as what other requests have been submitted.

Reporting + Transparency = goal (ideally Paul can get a synthesis of what is requested [\$\$ requests, positions, etc.] and also see themes/notes that indicate what hasn’t moved forward and why)--the IST report will also call out when the IST team will meet again and indicate what stage various recommendations are at.

Barbara Barlow Powers has been working with SmartSheets to create a structure for us; Beta version will be ready to look at Spring term--Mai is working closely with Barbara. Kate will consult, also.

Dennis: “When IST begins, it marks two stages--1st is faculty-led, initially--recommendations; second phase = collaborative with AMT; planning associated with developing recommendations (Faculty)” AND with discussion of what can be implemented without barriers

Shannon pointed out that year two = time to develop the ACTION PLAN, which may include implementation of some recommendations (those without barriers) but may also include more planning/discussion.

Kate indicated that part of the confusion/challenge is that the initial self-study report might have recommendations quite different than those of the external peer reviewer, and the work at the end of year one (spring term) or early fall term, as part of the self

study, is to synthesize the two documents into a finalized list of recommendations that move forward to the IST, where barriers to implementation will be identified and the PRC lead, in conjunction with the AMT, will figure out timelines.

NEXT STEPS: We'll need to revise Handbook to indicate that the scheduling of the IST may be flexible--too much emphasis on implementation/action in the last couple of years, coupled with a hard deadline (11/30) has led to some confusion about what happens in year two.

II. Curriculum Process handout

- A. Can folks look over the document/draft and the requisite comments? Can we approve for inclusion in the APR 2020-2021 Handbook?

Some wordsmithing and discussion of the document. Another version has been circulated on 2/27, with a goal of final approval via email, in another week or so.

III. Reminders :

- A. Board Report moved to **3/18 @ 6:30-7:15**
- B. Onboarding 2020-21 Cohort program, **April 9-10, 12-2, CEN 430**
- C. APROC Annual Process Eval with Paul Jarrell, **April 16, 11-12; Board Room, Building 3**
- D. Spring Roundup for Year one, **April 16-17, 12-2, CEN 430**
- E. APROC Monthly Meeting for Spring (Availability [survey](#))