

APROC DRAFT Agenda Thursday April 13 2017 11:00-12:30

LOCATION: CEN 447

1. 11:00-11:05

Announcements and updates

2. 11:05-11:20

Budget (Jen Steele)

Clarification of “one-course reassignment” language.

ARGOS and financial reporting

- position chair of APROC – needs clearance
- Dance teaches 2 credit courses
 - Lead needed two 2-course reassignments to equal one
- MOA says one course reassignment, but not all courses are 4-credits and teaching load varies across depts.
- Stipends for PT equals four-credit, but may need to work on the parameters of this
- ARGOS: Standard data packet included financial spreadsheets for PTA; Anne didn’t find the information, but found instructions instead. Had to contact help desk and Craig to finally gain access.
 - Task for summer: Develop process to deliver data packet and financial spreadsheets to APR leads in the fall.
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3. 11:20-11:50

APROC Report to the Board Preparation

- a. Sketch of all Lane Programs Self-Study (Year 1)
 - 1 Anne will develop a similar report as last year; maybe a bit more substantive
 - 2 Once MOA approved, can send a notice out to faculty that it is approved and we can handle 15 teams.
- b. Summary of the Work So Far (From Feb and April Roundups—see Anne’s Feb draft)
 - 1
- c. Quick report from Year 1 and Year 2 PRC Leads (e.g., Matt Svoboda and Christina Howard?)
 - 1 May Board meeting; Matt (maybe) and Christina (OK); JS says he can if Matt can’t attend

4. 11:50-12:10

Reporting tools and Institutional Effectiveness, Assessment Team and APROC

- a. Barbara Barlow Powers working with Tammie to develop a project management system for capturing program review progress; looking to add a branch to the Curriculum Mapping System
- b. Dennis notes that barriers highlighted by APR teams needs to be surfaced to the IEC
- c. Idea for the system includes tabs to different types of information
- d. Working on who needs access, who should see the information.
- e. Tammy: Will write a paragraph about curriculum issues she raised during the meeting. E.g., ensuring that curriculum approvals at exec dean level honor implementation plans
- f. How do we make sure that the implementation agreements are honored during the upcoming administration transitions? Suggested that we share the importance of program review to the new president and new administrators coming in.
- g. If assessment-level work is included in implementation plan, need manager support to recommend A-Team funding

5. 12:10-12:20

APROC Tech and Process Management Infrastructure Update (Tammie Stark)

- a. Working with Barbara to create steps in two categories: steps/guidelines for faculty, none of which are required but are suggestions
- b. Also, operational steps for Anne and Tammie – what needs to happen in the background
- c. Will use FileMaker to create a system to track the steps
- d. Christina: In the process/reporting structure that we are not just feeding into the system, but that we are formally notifying those who control budget how the improvements from prog review will affect us in the future. We need to build in these processes.
 - 1 Anne: We should focus on this in year two
 - 2 Tammie: We are at the base of building system, so this is the time to build our system with relevant planning processes in mind.
 - 3 Dennis: Be sure software allows for this
- e. Tammie would like feedback on the first steps and tasks she drafted. Don't worry about timeline; look specifically at the tasks listed.
- f. We have opportunities to automate some parts of the process, including reminders, flags.
 - 1 Kate: Need flag for which implementation plans request curriculum dev or student learning assessment (i.e., A-Team level funding)

6. 12:20-12:30

Document Review: Charter Draft, LCCEA Tentative Agreement and Recruiting 2017-2019

APROC Members

Goal: Approve Charter by May