

APROC Meeting Notes

May 2, 2018, 12:00-1:00, CEN 430

In Attendance: Anne, Dennis, Sharon, Tammy, Tammie, Jen, Kate

1. Announcements

Jen: Tammie is taking a new role with Lane, working as a Project Coordinator for the Office of Planning and Strategy. We will be recruiting a part-time administrative coordinator to support APROC. APROC will also have the ability to provide recommendations for long-term administrative support for the work.

Dennis is hoping to complete both the Physics and Electronics program reviews soon.

2. Debrief and themes: Spring Round-Up

See handout

Tomorrow, Anne, Tammie and Jen will be meeting with Jennifer Frei and Vicki Trier to provide an update on this year's PRCs.

Discuss individual programs plus themes that are emerging that have campuswide implications. For example, self-declared majors compared to actual enrollment patterns. These can be framed as barriers to effective program review and/or systemic/structural/process/policy issues.

Other emerging themes: transfer and advising, math, industry and university relations

3. PRC Updates:

Elements of Executive Summaries

See handout and below

This work with happen over the summer.

- a. Program Description
- b. Program Planning Data
- c. Major Challenges
- d. Major Opportunities
- e. Major Recommendations
- f. Action Items (may be developed later)
- g. Facilities Implications

➔ Please provide feedback to Anne by next meeting

Questions for Process improvements for PRC Leads

See handout

➔ Please provide feedback to Anne by next meeting

Implementation Plan Template

See handout

Question about how to connect to resource allocation

- Add a budget worksheet and signoff for resource allocation. Jen will work with the PRCs to develop their budgets.

Suggestion: ask someone who has gone through the implementation phase for feedback.

Jen will test drive the new form with this year's cohort

Fall Poster Session: Coaches and other resources for help

Coaches: please give your PRC leads a heads up that we will be looking for posters for fall poster sessions where they will share their work

Action Planning Mentor Sessions

Starting at the end of this month

Anne and Kate will ask leads to sit in on some of these sessions

Tammie will send the schedule out

Annual Report to the Board

Jen will work with the president's office to get on the annual schedule for October. This will coincide with the poster sessions and our annual report to the IEC.

4. Check-in: Learning Plan Development

We've been having lots of conversation and getting lots of feedback about the vision and process. In general, people are supportive of the vision AND uncomfortable with questions about governance, decision-making, scope, etc.

5. Discussion: Evolution of APROC org structure for supporting the work

Need to develop recommendations for structure moving forward

Anne is looking to step down and bring in new participants and leadership

Anne is thinking about a leadership team model

Also look at Berkley IRAP/data model; also opportunity for deans to present important data and understanding at the beginning of the process

- ➔ Jen and Tammie will schedule a time for us to develop recommendations over the summer— earlier rather than later. We'll send out some proposed dates.