

APROC Meeting Notes

June 8, 2018

In Attendance: Tammy Salman, Kate Sullivan, Tammie Stark, Dennis Gilbert, Anne McGrail, Jennifer Steele, Rosa Lopez, Christina Howard

1. Announcements and Updates

- Anne met with Russ Pierson, Dean of the Florence Center to discuss how Florence Center might embark on a Florence Center Review
 - Break out data package for center site students
 - Russ can work to develop a hybridized model for outreach sites, pulling from APROC and services templates
- Jennifer Frei has requested to be an ex-officio member of APROC. Anne met with her last week and expressed concerns about whether that would be appropriate given the positional dynamic. They will meet again next week.
 - Anne has offered to meet regularly to report out with ASA
 - What problems are we trying to solve? Need to clarify role ambiguity with Deans and ASA.
- Jen is working on planning structures and systems improvement that align all implementation and goal setting planning (including APR implementation plans and department plans). Implementation and goal reports will be submitted in the fall along with budget requests. This would eliminate the unaligned one-time funding processes and create a more efficient and strategic structure for budget development.
- Recommendation moving forward: Programs need to define their decision-making process before embarking upon program review
- Retreat topics:
 - Review coach system
 - Consider including summarizing findings to APROC for continuous improvement
 - Summer work
 - Relationship and communication/reporting to IEC – what should this look like?
 - Workload as we scale up (for Anne, coaches, and others)
 - Consider fellowship model for coaching – recruit those who have completed reviews
 - Communication/outreach plan
 - Process refinements – e.g. equity lens discussion
 - APROC's role and relation to mission fulfillment
 - Language to guide the coordination of access and archiving of program review documents
 - Review membership language and decision-making (e.g. quorum) within Working Charter
 - Archiving and access of documents
- Next year, Anne will have .55 release for APROC chair

- Tammie will be working on the website, training, outreach, database development and communications planning this summer
- Tom Madison has agreed to and been approved to be the PRC Lead for the Art & Applied Design program

Charter Discussion and Approval

See handout

- Suggestion to take the current membership list out of the charter. Include years of service and process for appointment.
- Move Documentation and Distribution section to refined Guiding Principles, and add a bullet under responsibilities: Coordinate systems to archive and access Program Review related documents.
- Need to do additional work on this: both criteria and language (ownership>> archiving and access). In the short term, Tammie will email the PRC lead and dean

Motion:

Approve Charter with the following changes:

- Title "Working Charter"
- Membership list removed from charter
- Add Coordinate systems to archive and access Program Review related documents under responsibilities
- Remove current Document and Distribution section

➤ Approved

2. Fall In-Service Planning

- Anne is recruiting PRC leads for poster sessions
- Deadline for submissions in June 16
- Anne will draft a skeletal placeholder for concurrent sessions