DATE: October 12, 2012

TO: Planning and Review Committee

Lopa Basu           Daisy Pignetti       SSA Reps: Ana Curiel
Kathleen Cochran   Heidi Rabeneck     Matt Ollila
Debra Homa         Kristin Risley     xc: Mary Hopkins-Best
Kathryn Kujawa     Amy Schlieve       Faculty Senate
Georgios Loizides  Loretta Thielman   Tricia Aspen
Christine Peterson Jackie Weissenburger Sue Foxwell
Kim Zagorski

FROM: Linda Borofka
Provost’s Office

SUBJECT: PRC Meeting Notice Friday, October 19, 2012 – 2:30-4:30 p.m. – Northwoods Room, MSC

AGENDA

I. Call to Order

II. Approve October 5, 2012 Minutes (attached)

III. Consultant Updates

IV. Updating the PRC Surveys

V. Other:

VI. Adjournment
Planning and Review Committee  
October 5, 2012

Minutes

Members Present:  Lopa Basu, Kathy Cochran, Deb Homa, Georgios Loizides, Matt Ollila, Daisy Pignetti, Kristin Risley, Loretta Thielman, and Kim Zagorski

Members Not Present: Kathy Kujawa (excused), Christine Peterson (excused), Heidi Rabeneck, Amy Schlieve (excused) and Jackie Weissenburger (excused)

Recording Secretary: Linda Borofka, Provost’s Office

1. Call to Order

PRC Chair Kim Zagorski called the meeting to order at 2:37 p.m.

2. September 21 2012, PRC Minutes

Motion: (Basu/Thielman) Move to approve the minutes as submitted. VOTE. Motion carried.

3. Consultant Updates

Committee members reported on their communication with the program directors. Details are:

Applied Mathematics & Computer Science, B.S. - Lopa Basu/Kristin Risley – Met with program director and everything is on schedule.

Applied Science, B.S. - Deb Homa/Kim Zagorski – Met with program director and delayed the presentation to 11/16/12.

Career & Technical Education, M.S./Ed.S. - Kathy Cochran/Deb Homa – Met with program director and everything is on schedule.

Computer Engineering, B.S. - Kathy Cochran/Daisy Pignetti – Will be meeting with program director next week and will discuss the alternative assessment process.

Food & Nutritional Sciences, M.S. - Christine Peterson/Loretta Thielman – Met with program director and everything is on schedule.

Manufacturing Engineering, B.S. - Kathy Kujawa/Kim Zagorski – Met with program director and everything is on schedule.

Plastics Engineering, B.S. - Kathy Kujawa/Georgios Loizides/Matt Ollila – In communication with program director and still working on a mutual meeting time for the next week.

Psychology, B.S. - Daisy Pignetti/Kim Zagorski – Met with program director and everything is on schedule; however there has been an issue with the Faculty A surveys – with a very low mean score. Linda will check into it!
School Psychology, M.S.Ed./Ed.S. - Amy Schlieve/Loretta Thielman – Met with program director and everything is on schedule.

Sustainable Management, B.S. - Georgios Loizides/Heidi Rabeneck – Will be meeting with program director next week.

4. Other – PRC Surveys – Issues continuing with Mean Scores

Daisy Pignetti and Chair Zagorski shared an issue with the Key A Faculty survey of the B.S. Psychology program. One of the questions had a “don’t know” checked, and the mean score was significantly lower. They asked if the “don’t know” was included in the mean score by accident. Borofka stated she would look into it and update the committee as soon as she could.

Other - PRC’s External Accreditation Rubric Form/Alternative PRC Assessment Process

The committee discussed possibly updating the form to match the updated Template for the Program Director Self-Study. Is the form more work for the program director? The idea of offering an alternate process is a great idea, but the reality of offering a form to direct answers to their accreditation self-study is not realistic.

**Motion: (Homa/Basu) Move to deactivate the alternative process to become effective the next academic year. VOTE. Motion carried.**

The PRC website will continue to show the PRC Alternative Assessment Process until February, 2013. That is approximately the time the next year’s program directors start looking at the PRC website for guidance and direction.

Other – Updating the PRC Surveys

The committee discussed the need for updating all of the five surveys for the PRC. Borofka will email Heidi Rabeneck to ensure she is at the next meeting to discuss the status and plan to include the customized instruction programs.

9. Next Meeting

The next PRC meeting is set for **Friday, October 19, 2012, 2:30-4:30 p.m., Northwoods Room, STUC.** The agenda will include consultant updates, PRC External Accreditation Rubric Form/Alternative PRC Assessment Process and review of the five PRC draft surveys which were worked on last spring.

10. Move to adjourn at 3:20 p.m. Motion passed.

cc: Mary Hopkins-Best  Tricia Aspen  Faculty Senate  Sue Foxwell  SSA