



1. Program Review Process: Reviewed the template for program review; Instructional Deans to define calculations related to Faculty FTE and clarify completions; update form to clarify report instructions; piloting the template this summer for rollout in fall.
2. Qualitative Questions draft – template questions: rolled to next meeting.
3. First Year Experience Evaluation Plan – update: Invite Jeremy and Nathan to the next meeting to start on the evaluation plan; discussed the need to identify WR 90 and HD 100 courses for evaluation; discussed new student orientation and early start courses.
4. Data collection and coding – process review: time to review processes across campus to ensure consistent use of data and coding; IR/IT will start meeting with different areas to review processes for efficiency and data integrity including the associated compliance issues for state and federal reporting.
5. Additional Items – Action Item Update: due dates moved to next week as needed and math evaluation plan finalized early fall in order to include the new math faculty.
6. Next Meeting Date: Meetings 1st and 3rd Thursday – next **meeting June 5th**

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans	10/25/2013	Project Leads	2/1/2014 Math Pending
Writing	11/7/2013		
Math (6/5/2014)	2/1/2014		
First Year Experience (new date in summer)	5/22/2014		
Update evaluation plans for next year	3/1/2014	Project Leads	
Revised date	4/23/2014		
Math – next fall	11/1/2014		
Writing – summer due to first year experience	summer		
Program Review TracDat Process	1/30/2014	Robin	5/21/2014
Update System with planning outcomes and results	5/1/2014		
Qualitative Data Questions - math	3/20/2014	Kassahun Kassahun Robin	Pending 4/16/2014
- Template questions due – initial due date	5/22/2014		
- Template revised due date	5/29/2014		
Survey Tool for qualitative	4/17/2014		

Team Members Attending: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Diana Schab, and Ross Tomlin

Team Members Absent: Kassahun Kebede

Members for Specific Topics – not invited: Nathan Helland Shawn Liggett, and Avena Singh