PRC Meeting Agenda
November 6, 2007

Prayer

Review of 15 point program – down to 13 since two have become irrelevant

DONE DEALS
1. Adopt a Template for departmental 5 year Program Review reports.
2. Director of Assessment should orient new department chairs/faculty to Program Review. (consider whether they should be awarded a stipend for attending a workshop)*
   - minimal orientation has been provided

IN PROGRESS

Educating the PRC
3. How will we educate new members of the Program Review Committee?
4. Consider whether PRC Members would continue in the role of Assessment Coordinators. WASC seems to be encouraging us to continue this model. How would this work?
Case studies:
   • Political Science
   • Economics and Business
   • Chapel
   • Athletics

How do we work efficiently/effectively with departments?
5. Ask departments to revisit their Assessment Plans and standardize them with the language of assessment. Some departments need to re-articulate their student learning outcomes. Some departments are missing benchmarks.
6. Consider whether 27 units of assessments could be reduced. Could we combine some such as Student Life/Campus Pastor or Academic Advising/Internships etc.
7. Could some money be found for training new faculty members?
8. Revise the Program Review schedule
9. Identify 2 or 3 departments which could have reports ready by Summer 2008. The Music Department might be able to do a minimal amount of work to produce one.
10. Complete a job description for Director of Assessment.
11. Harmonize the major documents: 6 Learning Standards, GE categories and What Do We Want for our Graduates.

TO DO
12. Change Faculty Handbook’s description for Program Review.
13. Interpreting the Senior Survey. For instance, can we look at the survey results and answer the question “What is happening to Women Here?” and how is Westmont going
to deal with this as an institution?
Who is responsible for Program Review and Assessment? A Proposal

Normally, the chair of the department will be responsible for coordinating the work of assessment and program review. This includes:

- Articulating a vision and a calendar for assessment and program review in collaboration with the Director of assessment
- Delegating tasks to the academic secretary
- Keeping a list of the available evidence
- Making sure the evidence is analyzed collectively
- Writing annual updates and the five (six) year report

In some cases a Department coordinator will be appointed to do the work. This does not mean that this person (be it the chair or the coordinator) will do the work on their own. The work needs to be collectively owned and responsibilities need be shared in the department. Should a coordinator be appointed, they will be offered compensation for their work—the equivalent of two course reductions in a six year cycle. This compensation (in time or money) can be also be shared between members of the department.

Budget implications for 19 academic departments:
10 courses/year= 40,000 dollars

- some ideas: if the work is not done well (either by the department chair or by the coordinator), the stipend will not be awarded
- The stipend could be temporary: it could come every two years to start the whole process, then be awarded only every three years?

Here is what I have so far:
<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Due after the Spring Semester</th>
<th>Course reduction or stipend following the 6 year report</th>
<th>Course reduction or stipend anticipating the 6 year report</th>
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</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Chemistry Mathematics</td>
<td></td>
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<td></td>
<td>Academic Advising and Dis.</td>
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<tr>
<td>2009-2010</td>
<td>Sociology Library Biology Philosophy E&amp;B</td>
<td>Physics English Communication Studies Education Religious Studies</td>
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<tr>
<td>2010-2011</td>
<td>Kinesiology Psychology Art Chapel Athletics</td>
<td>Sociology Library Biology Philosophy E&amp;B</td>
<td>Kinesiology Psychology Art</td>
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<tr>
<td><strong>Fall 2011 WASC visit</strong></td>
<td>Music History Student Life Political Science</td>
<td>Kinesiology Psychology Art Chapel Athletics</td>
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<tr>
<td>2011-2012</td>
<td>Music History Student Life Political Science</td>
<td>Kinesiology Psychology Art Chapel Athletics</td>
<td>Music History</td>
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<tr>
<td>2012-2013</td>
<td>Urban Theater Modern Languages Internship</td>
<td>Music History Student Life Political Science</td>
<td>Theater Modern Language Internship</td>
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