Program Review Committee  
9-23-2008 - Agenda

- Prayer
- Update on September reports
- Template for applications for course reductions or stipends (see below)
- GE report: comments, suggestions
- Mathematics Program Review Report: comments on the questions sent through email - feel free to suggest other questions or add your own as you are reading this:
  - Does this do what we would hope the process of program review would do?
  - Does this provide all the information requested in the template? (available on the beautiful “Program Review” website, available from the “Provost page”)
  - Does this ask the hard questions that need to be asked about the program?
  - Does this assess students' performance appropriately - confronting students' weaknesses as well as students' strengths?
  - Does this report call for a modification of our current template (clarification, expansion...)?

Proposals for course reduction or stipend - a template

The PRC will award compensation to the chair or the department coordinator on the basis of the work accomplished in the past, and of the coherence and appropriateness of the plans for the future. The September reports will serve as the main evidence for progress and will constitute the main basis for compensation.

For departments who are struggling with Program Review, this money could be used to organize a workshop to help the department make serious progress in this area. Compensation will consist of either a course release or a stipend on the year the six-year report is due and every other year prior to this.

Elements to include in a proposal:

1. Aims:
   - short-term: what will be accomplished in the year the course release is awarded?
   - long term: what needs to be accomplished by the time the 6 year program review report is due?

2. Time line:
   - Short-term: provide a detailed schedule for the year - including a schedule of meetings, and deadlines for the different objectives you have established for your department.
   - Long-term: what is the plan for the years remaining until the 6 year program review is due? In particular, when is each of the departmental goal going to be assessed? When is each of the section of the report going to be discussed in the department?
3. Responsibilities:
   o Who is responsible for assessing particular outcomes?
   o How will the results be shared among members of the department?
   o Who will write the report?

4. Budget
   o If the request is for a stipend: how will the stipend be used? Provide a detailed budget for the use of the stipend.