Barb opened the meeting with prayer.

Minutes – Minutes for 1/7/08 were reviewed and approved with minor changes. The committee asked for a little less detail. Marianne reminded the Committee that she had passed out several minutes from Fall 2007 for the group to review for grammatical corrections/changes. They need to look for them and return to her. The group also agreed to post minutes from this committee in the General Minutes Archives.

Notebooks were distributed to each of the faculty members (Ray, Dave, Laura and Mark) who will be working with departments. She included some resource materials from WASC (as well as our own template) to have as ready resources for them.

Handbook Revisions - Marianne asked the committee to review the language one last time before she submits changes to Warren and Glenn Town for Faculty Council’s review. The committee agreed to some clarifying language but did not add any further responsibilities.

Proposal for Compensation and Accountability – (see document) Marianne noted that there is some urgency to make a decision about how Program Review responsibilities will be compensated as next year’s class schedule will be affected and is due soon in the Registrar’s Office. The Committee reviewed the proposal and made suggestions for change. In the first paragraph it was suggested we substitute “departments and programs” for “academic programs”. This would be consistent with the 6 year template and not exclude the non-academic programs like Library and Student Life. On the last page under “Who is responsible…” the Committee recommended that wording be changed from “compensation for it might go” to “compensation must go to the exiting chair”.” Finally, last paragraph under Compensation: “Compensation will consist of either a course release or a stipend on the year the six-year report is due and on alternate years prior to this.” Alternate years replaces every other year. The Department Schedule needs to replace the word formally with formerly.
Departments will have to submit proposals to the PRC (similar to the process that faculty submit proposals to the Professional Development Committee). The PRC will review proposals for stipends/course reductions. Planning will be essential for the Registrar to work with course reductions. At the present time the College can only offer to reward departments every other year. Ideally, compensation would be yearly and perhaps this could be a budgetary goal.

Laura Montgomery suggested that one way to assess the progress of departments in terms of their being eligible for compensation/course reductions would be to measure their progress with the WASC rubric “Assessing the Quality of Academic Program Learning Outcomes”. Departments should be at the “developed” or “highly developed” level as opposed to emerging stage.

**Policy on Departmental Accountability for Program Review:** The Committee was asked to review the last page on accountability and send your comments to Marianne. She is particularly interested in comments related to accountability for already tenured faculty. The Committee agreed that whoever is assigned to write/coordinate reports should preferably have tenure rank.

Recorded by,

Barb Kennedy

*Revised 2/11/08*