Mark Nelson opened the meeting with prayer.

Minutes from Feb. 25, 2008 were reviewed and corrected. The Committee discussed long-term implications of requiring two Program Review reports from the Math/C.S. Department. Warren suggested there should be one report but two authors. Computer Science should submit a separate annual report as their discipline and student learning outcomes/objectives are quite different from Math.

Marianne asked the Committee to review changes to Chart 1 and Chart 2 from the Program Review Template. Bill noted that he can provide departments with a fall snapshot of department advisees for the last 3 years. Departments probably should start keeping track of their advisees.

Faculty handbook revisions relating to the Program Review Committee were also discussed. Marianne proposes to add one duty to the Department Chair’s section (1.2.2.1.1).1). The Committee agreed to the following language: “Supervise and coordinate ongoing program review and assessment to ensure continued departmental health and progress.”

The Committee also discussed whether to add language to the handbook defining faculty responsibilities in program review and assessment. Warren noted that the Personnel Committee has been working on a list of “best practices” for tenure-track faculty which would include assessment activities. They will submit their list for vetting to Faculty Council. Assessment of student learning should be fundamental for all faculty. Laura did express concern that putting language in the promotion and tenure portions of the handbook might put most of this burden on young faculty. Marianne asked to defer further discussion on this topic for another meeting.

Departmental proposals for stipends or course reductions were reviewed.

Art – Program Review Report is due in 2011. The Committee approved a course release for Lisa DeBoer for ’08-’09 and noted that we will expect an up-dated mission/vision statement, curriculum map, rubric for their collection of 200 projects and notes from collaborative discussion. Art must have at least two people review the projects to assure inter-reliability.

Chemistry – Stipend request to Dave Marten approved for Summer 2008. Their report is due in September. They will be re-writing their mission statement, continuing to collect statistics, surveying recent graduates and collecting data on faculty load. Meeting
with the department will be held in May. The department was encouraged to document all their meetings.

**Education** – Course release for Andrew Mullen approved for Spring 2009. The Committee recognizes that this department has set very ambitious goals. They are also undergoing accreditation for the Teacher Credentialing Program. Marianne will encourage them to use data being gathered for the process to lessen the burden on themselves.

**Math/C.S.** – Proposal for stipend re-submitted after a meeting with Marianne Robins. The Committee agreed to approve the stipend but asked for an updated timeline which shows the Program Review Report will be submitted this September. The Committee continues to be concerned about splitting the stipend 6 ways as it is clear that the Department Chair, David Hunter, will be doing a large share of the work. The Committee agreed to suggest that he take half the stipend and split the rest between the other faculty. However, the Committee will allow him to make this decision.

**Theatre Arts** – Request for splitting a stipend between Mitchell Thomas for Chair responsibilities and John Blondell was approved. Mitchell’s half would be awarded this summer. John’s share would be used to organize meetings to strategize with a select group of people on how to take the department to the next level. Mark agreed to write a congratulations letter to Mitchell with a few comments encouraging them to stay on their timeline. (Note clear how John’s funds will be administered?)

Warren and Bill will set a stipend figure in the next week.

Recorded by,

Barb Kennedy

*Approved 3/31/08*