Program Review Committee
Minutes
April 7, 2008

Present: Laura Montgomery, Marianne Robins, Mark Nelson, Warren Rogers, Bill Wright, Ray Rosentrater, Tim Wilson and Barb Kennedy

Warren Rogers opened with prayer.

Minutes from the March 31st meeting were reviewed and corrections recorded.

Rick Pointer, as a member of the Faculty Council, has passed on concerns about the Handbook Revisions the PRC has recommended. The Council wonders if these changes could be delayed for another year? One specific concern was inclusion of the Director of Assessment title and whether this will be a permanent position at Westmont. They have agreed that the Dept. Chair additions were appropriate and they are engaged in finding an appropriate place to include assessment work as a factor in the evaluation, tenure and promotion of faculty. The Committee agreed that Rick should be encouraged to get the changes approved by the Council for presentation at the last Faculty Meeting.

Template for Departmental Annual Up-dates was reviewed. The current document, posted on the web, primarily requests information on departmental assessment activities. Marianne has rewritten it to include more of the areas covered by Program Review (mission statements, student learning outcomes etc.) Up-dates should also include a time-line of activities which will help the chairs write proposals for course reductions or stipends. If departments use this format it will provide continuity in case of chair changes. The Committee agreed to submit the revised template to the Full Senate as an informational document. The content is not appreciably different from the old version.

The Committee discussed whether the College could make space on the shared drive for Departments to store data; this would make it easy for all faculty to access information rather than posting everything on the web.

A proposal from Kinesiology was reviewed. They are requesting that a stipend be split between the cost of a departmental retreat and a primary author/assessment coordinator. The Committee agreed that Kinesiology needs to provide a budget for the retreat and give more specifics on their timeline and objectives for the coming year. Again the Committee would rather encourage a course release to allow the writer time to complete a report.

Marianne volunteered to spend time over the summer creating a Course Release/Stipend template which will help departments write fuller, more detailed proposals.
Bill Wright noted that he discovered that the **6 Learning Standards** do not appear in the college catalog. For many reasons this oversight could be problematic for us as we place so much emphasis on it. Unfortunately, the original document is quite long and the preamble is very apologetic. The fact that it was written by 6 different authors also presents grammatical inconsistencies. It could be added to the introduction of the General Education program with language which suggests cross-cutting principles. Bill agreed to take another pass at the document to harmonize the language. He will send it around to the Committee for review before sending it on to Bob Kuntz in the Registrar’s Office.

**Student Life and GE** have not yet been scheduled for 6 Year Reviews. The Template doesn’t really work for either group. The Committee seemed to agree that it would be beneficial for a “Big Picture” look at both groups. With the GE we have a very long process of setting up learning outcomes for the various categories. Tim Wilson noted that Student Life has set up a learning plan for 7 different areas and they are conducting external reviews. Marianne asked that one unit should be summarized in their annual reports. Bill noted that all units should be working on it every year—not just at 6 or 7 year intervals.

Recorded by,

Barb Kennedy

Revised 4/22/08