
Excused: Bill Wright

1. Prayer

Tatiana Nazarenko led the committee in unison prayer to open the meeting.

2. Minutes

The committee reviewed and approved the minutes of the December 3, 2015 PRC meeting.

3. Annual Reports

The PRC celebrated the preparation and distribution of all annual report responses for 2015-2016. The departments of English and Music requested to meet with PRC members to discuss their annual report and the committee’s response.

4. General Education/Institutional Learning Outcomes (ILO) Chart

The PRC discussed the General Education/ILO chart prepared by the Office of Educational Effectiveness. The committee discussed potential modifications to the document. Suggestions include: 1) Ordering the ILO’s alphabetically; 2) Changing the document to landscape orientation and modifying the design to visually demonstrate that the curricular elements help shape students to become thoughtful scholars, grateful servants and faithful leaders; 3) Removing the dividing line between General Education categories and the ILO’s; 4) Coordinating the colors of the General Education categories with the graphics for ILO’s; 5) Changing the light gray hue to a different color; 6) Using the same color for all graphics; and 7) Using grey for the ILO graphics and crimson for ILO language.

5. Process for Six-year and Annual Report Submission and Response

Christen Foell presented several options for managing the process of submitting and responding to six-year and annual reports. The three options outlined include: 1) Continuing to use the course module in LiveText for report submission and using email as a means of providing the response to the department. In this case all documents would continue to be saved in the program review archive; 2) Using the course module in LiveText for report submission and to provide the written response to the department; 3) Using the documents feature in LiveText to build a template for six-year and annual report submissions. Departments would submit their report as a LiveText document and
the PRC would submit the response to the department in LiveText. The PRC will discuss these options in greater detail at upcoming meetings.

6. Program Review Guide
Committee members received hard copies of the Program Review Guide. Tatiana Nazarenko asked the committee to review the document and suggest potential modifications. Changes will be discussed at the February 11, 2016 PRC meeting.

Recorded by,
Christen Foell