

Minutes of the Academic Standards Council & the Assessment Council

DATE: 3/1/18

TIME: 12:30 pm

PLACE: Senate Conference Room - Preakness Hall

Members Present:

Assessment Council - Cara Berg, Kendall Martin, Meredith Drew, Jane Zeff, Laura Brown, Yoel Beniluz, Greg Mattison

Academic Standards Council - Jim Samuel, Pam Brillante, Karen Hillberg

Invited Guest - Jonathan Lincoln

Co-meeting about Program Review update from the Provost's office.

Current Status

Dr. Lincoln discussed that the university is moving ahead with the program review schedule. The departments of Math, Philosophy, Women's and Gender Studies are all currently in the Program Review process this semester, and the university is trying to get through the backlog that exists.

Programs use the feedback from an outside expert and the data from the program review to improve programs. The department of Public Health was a wonderful example of changing the program based on feedback and data.

Dr. Lincoln shared that previously the university had more of an informal schedule, but now the schedule is operationalized as an eight-year cycle. It was discussed that here has not been a significant amount of progress has been made on the WPU Program Review Manual from the Provost's office (which was updated in 2012 during the change of the mission and goals). The Program review handbook and the schedule of reviews can be found on the IR&A page

<https://www.wpunj.edu/ira/assessment/PROGRAMREVIEW/index.html>

The outline of the program review process that exists is very comprehensive, but not all of the outline is necessary for every department. The idea of doing a "focused" program review (which is briefly mentioned in the current manual) is of interest to the Provost's office.

Program Review: New Programs

Historically, new programs get rejected by the President's council for two reasons

- No assessment plan.
- Not following the recommendations of the outside review.

Expedited Proposals (for splitting one major's tracks into different majors) - can go to the President's council as long as no more than 25% of the program has changed.

Questions / Answers

Q- If a change to the program has to be implemented based on program review, what is the university's timeframe on that?

A - Courses and program changes go through the traditional process, not taking into consideration the recommendations of program review. The Dean will guide major program changes with the department. The impact of larger changes to the Middle States or other accreditation agencies would also be taken into consideration.

Q - Is there a pathway for program review for the next Middle States report?

A- Right now we have some good examples since our periodic review, and we are doing the necessary work to work on the UCC program. We need to work on how we are assessing outcomes, but we are following through on what we need to do.

Q- Will there be a need for a new assessment plan for the UCC?

A - In discussions with Jonathan Bone (UCC Coordinator) to do a program review of the UCC plan, and to treat it like a department going through a program review. The UCC Council is looking into this now, and reviewing the syllabi for UCC classes, and will report back to the Provost's office by the end of the semester.

Q - What would the role of the two councils be next?

A - Get the message to the Senate about what program review (timelines and procedures) is all about.

Next year - both councils will put their reports to the Senate to request charges to work cooperatively with administration to outline the timelines for the Registrar (Banner)/ official University catalog system / University website in order to have the program review updates / new programs up and running in a timely manner in order to assist current students and recruit new students.

Respectfully submitted,

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