



HLC Accreditation Evidence

Title: Example: Instructional Review Committee Minutes

URL:




Office of Origin: Vice President of Instruction

Contacts:

- Vice President of Instruction

AGENDA/MINUTES	
Team Name	Instructional Review Committee Meeting
Date	8/5/2021
Time	2:00 – 4:00 p.m.
Location	Zoom

Facilitator	Elaine Simmons				Recorder	Sarah Riegel	
Team members						Present	X
						Absent	O
x	Mark Dean	x	Jo Harrington	x	Brian Howe	x	Stephanie Joiner
x	Kathy Kottas	x	Todd Mobray	x	Kurt Teal	x	Randy Thode
Guests							

Topics/Notes						Reporter	
Assurance Argument – Program Review (attachment)  PROGRAM REVIEW_ASSESSMEN <ul style="list-style-type: none"> • Cathie, Randy, Myrna and Jo put this document together • What standards do we set for program integrity? <ul style="list-style-type: none"> ○ Rigor and quality of the programs and how is that managed ○ Are the programs sustainable and able to be maintained 							
Program Review Criteria for All Kansas Universities – every 7 years <ul style="list-style-type: none"> • Centrality of Program to Mission • Quality: Strengths, Productivity & Faculty Qualifications • Student Need & Employer Demand • Service Provided to Discipline, University & Beyond • Cost Effectiveness 							
Instructional Review Status – Timeline Resource (attachment)  Instructional Reviews Timeline (2019-2024). <ul style="list-style-type: none"> • Programs are on a two-year rotation 							
Current Instructional Review Template (attachment)  2021-2023 Instructional Review							
Dean’s Feedback Dean Teal Pros: <ul style="list-style-type: none"> • The form template was extremely easy to follow and made working through the process very simple. 							

<ul style="list-style-type: none"> • Having a Power BI landing page for all of the required data points was a huge benefit. Being able to easily access almost all of the information made the process a lot smoother. • Having assessment of student learning as a part of the review was a great tie-in to all of the work we do with Jo Harrington on Program Assessment. • I believe VP Simmons mentioned having at least one goal related to assessment. <p>Cons:</p> <ul style="list-style-type: none"> • The comment about +/- 10% change on the data section was confusing. • There was not a section on the instructional program major headcounts page for student retention. • The “cancelled classes” page is not included with all of the other instructional program review pages on Power BI. <p>Dean Howe</p> <ul style="list-style-type: none"> • Review authors had challenges with data – didn’t know what to do with it • Compiling the cancelled class data is too manual – we don’t know why they were cancelled without manually checking • Review authors need additional guidance on the assessment section <p>Dean Kottas</p> <ul style="list-style-type: none"> • Compiling the cancelled class data is too manual • Review authors need additional guidance on the assessment section • Nursing data is not right – slicers need to go one step further – Kathy and Todd will meet to discuss 	
<p>Template Adjustments for 2021-2023 Reviews – Due December 15, 2021</p> <ul style="list-style-type: none"> • Aligning the due date to December to link to the strategic planning and budgeting processes • General Information: How does the instructional area advance Barton’s mission, support the ENDS and align with the institution’s strategic plan? <ul style="list-style-type: none"> ○ Change to: How does the instructional area advance Barton’s mission and support the ENDS? • Assessment of Student Learning <ul style="list-style-type: none"> ○ Faculty need more assistance to interpret the data to answer the questions <ul style="list-style-type: none"> ▪ Assessment Spotlight video for program assessment ▪ Program Assessment Subcommittee 	
<p>Data Availability for 2021-2023 Reviews</p> <ul style="list-style-type: none"> • Power BI graphs do not display data consistently • Can we track fill rates instead of cancelled classes? Is this in Banner or Canvas? • Need to focus on all student’s taking a particular class (e.g. English) and not majors in Brian’s area 	
<p>Support for Review Completion</p>	
<p>2021-2023 Review Prep Meeting</p> <ul style="list-style-type: none"> • Hold a kick-off meeting • Utilize information from the Student Success Academy 	

Next Meeting – August 24

Action Items

Elaine:

- Work on the Instructional Review template
- Work on strategic planning finance spreadsheet

Todd:

- Data template for uniformity
- Todd and Jeff will work on a data timeline – in the past the data has been ready by Sept. 1

Todd, Stephanie, Randy, Brian, Kurt and Kathy:

- Look at current data points and determine what we want to keep, remove or customize by division