

Academic Program Review Council

Minutes of April 5, 2012. 2:30-4:30 pm, Swenson 1007

Members Present: Kropid, Li; Jacobs

Announcements: none

Review: Final work on revised Executive Summaries for HHP and Comm Arts. Returning to the SWOT model did not prove useful. Members returned instead to compiling the comments of the group and inserting them point-by-point for each question, beginning with a blank SSCI document.

We agreed it would be less overwhelming if we divided up the work in the following way:

1. Each person will take 2 sections of either COMM Arts or HHP, and insert APRC's comments, which should be developed into full sentences based on our various distributed notes. (You may need to refer to the Review itself to make sure the statements actually match the section).
2. This work should be **completed by TUESDAY April 10, and distributed via email** for review by the entire group.
3. **THURSDAY April 12** may be a truncated meeting (due to the Regents and the inauguration of the Chancellor), so be prepared to quickly finish off the report. I would like to finish these 2 reviews next week.
 - a. **Once we send our review to the departments** they will have 2 weeks or so to form a response. We will have to put them on the May Senate agenda for acceptance and forwarding to BRC and the Provost (whether they are able to get them back to us or not).
 - b. Finally, we will be ready to receive Natural Sciences (and quickly turn it around and also meet the May deadline, I hope),
 - c. write a 'summary report' for the Provost regarding the delay granted Business and Econ
 - d. and also finish examining the revised Template and Guidelines for future reviews by the end of the term!

Other:

Council determined the SWOT method did not work well and instead moved to provide a question-by-question summary response, so that the departments would be able to identify specific areas for clarification. The group proceeded to work on summarizing sections 1-4 of HHP.

In discussion among the 3 of us, we agreed it would be less overwhelming if we divided up the work in the following way:

4. Each person will take 2 sections of either COMM Arts or HHP, and insert APRC's comments, which should be developed into full sentences based on our various distributed notes. (You may need to refer to the Review itself to make sure the statements actually match the section).
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ASSIGNMENT OF PARTS:

Laura: sections 1-4 of HHP (Refer to this document when formatting Comm Arts)

Shevaun: sections 5-6 of HHP

Xingbo: sections 1-2 of Comm Arts

Wendy: sections 3-4 of Comm Arts

Shin-ping: sections 5-6 of Comm Arts