Call to Order by:
D’Art Phares (co-chair) @ 1:35 pm
1) Approval of Minutes from 10/21/13
   a) MSC (Mark Hobbs/Mari Rettke) to approve as written.
2) Call for new items
   a) Master reported Facilities is not in agreement to start program review in Spring.
   b) Master will report back if PROC decides if we can vary the start date.
3) Review of outstanding action items
   a) No outstanding items.
4) Program Review
   a) Review of the current Program Review Handbook/process.
      i) It is out of date and needs a new schedule.
      ii) Propose to PROC that there should be a feedback report after step 2 of the program review.
      iii) The description of the Unit Self Assessment should be updated.
      iv) Smazenka suggested a bullet point list of recommendations and commendations for the Unit Validation.
      v) For final validation, recommend to PROC that each report receive an overall grade of Excellent – Adequate – Needs Improvement.
   b) Discussion of the creation of 3-year plan documents
      i) Reuse Curriculum and Instruction section of USF handout numbers 1, 4, 7 and 8 (evaluate new curriculum SLOs and PLOs), and 10 (include Student Services as support staff.)
      ii) Smazenka to provide two questions for the comprehensive reviews at next meeting.
      iii) Request an updated table of all faculty evaluation schedules.
iv) In the Conclusion and Future Development section G of USF handout:
   (1) Numbers 2, 3, and 8 combined describes the strengths and weaknesses and how to improve.
   (2) Numbers 6 and 7 involve creating a plan
   (3) Combine numbers 9 and 10 and include consider shifting resources as well as asking for additional resources.

c) Discussion of the schedule for comprehensive reviews starting February.
   i) Provide a sample 3 year plan including goals of planned activities, resources needed, and a gap analysis.
   ii) On the Unit Assessment Review Meetings Guiding Questions for Department Chairs handout, after number 7 include the chart Table A: Department /Unit Action Plan provided by Master for core goals and priorities.

5) Next meeting in two weeks, Monday, November 18, 2013.

Adjournment: 3:33 pm
Minutes – T. Drueco