Task Force on Academic Program Analysis

Meeting Minutes: 10/14/16

Present: Dr. Jana Beaver, Dr. Michael Pretes, Dr. Yaschica Williams, Dr. Kristy Oden, Mr. Tyler Delano, Dr. Vince Brewton, Dr. Quinn Pearson, Dr. Jeffrey Bibbee, Dr. John Crabtree, Dr. Mary Bowers, Mr. Nathan Pitts

1. Selection of secretary (John Crabtree)

2. Introductions
   a. The committee received information on the request made by the Board of Trustees for this report and similar reports on administrative offices and facilities. The goal is to have information in order to make better decisions when resources are either greater or less than expected.

3. Identification of skills relevant to the process:
   a. Yaschica: analytics, big picture, visionary
   b. Kristy: research, data gathering
   c. Tyler: analytical, computer
   d. Quinn: editorial, writing, facilitating
   e. Jeffery: report drafting, crafting wrt layman’s perspective
   f. John: analytical, computer
   g. Mary: statistics, psychology, group processes and dynamics
   h. Nathan: data access
   i. Jana: detail-oriented, leadership
   j. Michael: visionary, leadership

4. Committee etiquette: All members need to be objective in their analysis and endeavor to put the needs of the University before those of their own departments or personal interests. The goal is to be an open and transparent committee. Proxies for absent members are not acceptable. Alternative meeting methods will be considered instead (e.g., Skype). Agreed on the process of making the minutes public and the level of detail in the minutes, which our co-chairs will discuss with the co-chairs of the other task forces (administration and facilities).

5. Meeting Schedule:
   a. Co-chairs will meet weekly
   b. Committee will meet bi-weekly (one open; one closed)
   c. Town hall meeting: the first will be scheduled when the committee has a final draft of the metrics to be used

6. Deliverables: We are evaluating major and minor programs. Not departments. Not certifications. There are many program differences and challenges that will require a more qualitative approach.
   a. Metrics: The WCU Draft Program Prioritization was presented as an example
   b. Interim Report for the President
   c. Quantitative and Qualitative Analysis
   d. Final report

7. Timeline
   a. Metrics should be finalized this semester
   b. The Interim Report for the President will be delivered before the Christmas break
   c. Report will be populated with data early in the Spring semester and meetings will be held with all departments to fill out the rest of the data gathering matrix.
   d. An “actionable” final draft (not to be confused with a set of recommendations) will be delivered to the President in May. The report will be presented to the Board of Trustees in June.

8. Next Meeting: in two weeks. All members should be prepared to discuss proposed metrics.