CASL/Program Review Committee Minutes
October 23, 2019
BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Jeff Baker (CASL co-chair; VAPA), Kelly Burke (MSHP), Erin Delaney (Humanities) Anne Marenco (SBS), Gary Quire (SB), Erika Torgeson (Counseling), Tara Williams (MSHP)
Other Attendees	Daylene Meuschke (AVP, IE);

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. CASL/PR • Consent Item: Minutes for 10.09.19 Meeting			Approved with no changes
2.PR: **Modified Agenda Item: Curriculum Table in Program Review**	The agenda was modified to include discussion item regarding modifications request for Curriculum Table in Program Review. This table would be a resource for year two and it would have to be uploaded as a excel file. It is for department chairs to reflect on their curriculum and view a list of courses. The expectations that department chairs would have for the table are: • Provide the department chairs with a tool to reflect on their curriculum and view their list of major courses, and elective courses. • Show broader connections that the courses have to other programs, certificates. Draft modifications, taking in consideration notes from Patrick Backes from the Academic Affairs, would be: • Local GEs and the IGETS would have to come directly from the catalog. • Provide an example of what the listing of courses and elective courses looks like for a given program. • Provide information about the connections of a specific course to the possible degrees or certificates. • Keep the information up-to-date • The last column is needed to indicate the intent for the course: such as " Modify" "Archive", "Move to non-credit" and so on. • The Table should be there for Year One with deactivated entry.	Daylene Meuschke will follow up with Patrick Backes in Academic Affairs regarding the GEs and IGETs.	

3. PR: **When does PR get a PR review**	The request form for a new department/program used by Business Services. It is also used for when departments split budgets. This form is used when a program goes through Program Viability. This form could be used for programs that have their own TOP codes and their own budgetary items within a program. Issues to address: - How facilities and equipment request would be addressed with the form for courses that have their own GL or their own TOP codes - How are funding requests delineated for programs that share the same prefix. One option would be to keep the course with the separate TOP code under the department, but split using the form for budgetary considerations. These have historically been handled at a departmental level. The issues are handled differently across different departments. The solutions are based on standardized or informal agreements between the different programs regarding the budgetary allocations. Another consideration would be to identify the staffing needs for programs within programs, and account for differences between the minimum qualifications for faculty, and full time vs. part time ratio. The challenges are: - What is the definition for a program - When is a budgetary split recommended from the bigger program to which they belong? The committee recommends taking this topic to the IEC and department chairs.		
4. PR – Closing the loop on budget, staffing and faculties requests recorded in PR	The status of funding requests in Program Review is usually available at the end of the cycle after the adopted budget is posted in April.	This item was briefly introduced and it will be brought back for further discussion.	

	The PR process should have requirements for embedding approval status information to include signatures, dates and reasons for the approval or denial.		
5. CASL – Non-department class in degree impact on PSLO assessment (Ex. Business ADT).	The challenge in completing assessments of PSLOs would be -Logistic –how do you coordinate with other programs -Curricular implications If the program does not have a capstone course that assesses the course, could the student take an assessment that measures the program SLO? The interdisciplinary curriculum coordinators be involved in the loop-closing discussion for the Program SLO, and that discussion may be only relevant for ADTs. Could a shared rubric help in assessing the whether or not the students have met the PSLO requirement?		
6. CASL – Updating the Student Learning Outcomes Faculty Manual from May 2010	This item was introduced but tabled to November 13, 2019 meeting.		