

Academic Planning and Review Committee

2008-2009

Sue Scheibler, Chair

Members: Rebecca Crawford (spring), James Devine, Elizabeth Drummond, Kweku Ewusi-Mensah, Gary Kuleck, Kyra Pearson, Cathleen McGrath, Ana Serrano, Connie Weeks (fall)

Ex officio members: Margaret Kasimatis, Tobeylynn Birch

Administrative Assistant: Jose Rimon

Over the course of the year, the committee accomplished the following:

- Initiated the revised program review process, with the following programs:
Math, Communication Studies, and Political Science
 - Subcommittees were formed and worked closely with the departments as they wrote and finalized their self-study plans.
- Reviewed and acted on the following new program proposals:
 - Screenwriting MFA's in Television Writing and Producing and Feature Film Screenwriting
 - Minor in Environmental Studies
 - Major in Modern Languages
 - Graduate Certificate in Bioethics
 - Five new majors in the College of Business Administration
 - M.A. in Urban Education, School of Education
- Revised the program review guidelines in light of what we've learned this year as we launched the new process
- Revised our bylaws to reflect the following:
 - Change AVP to CAO
 - The presence of the Vice President for Academic Planning and Effectiveness as the CAO's representative on the committee (*ex officio*)
 - The addition of a library representative as *ex officio*

And to recommend the following:

- Increase the number of faculty members from nine to twelve so as to better manage the work load required by the program review calendar and the number of new program proposals

In addition, the chair has done the following:

- Working with Margaret Kasimatis:
 - Revised the new program review in preparation for the 2008-2009 reviews
 - Wrote a FAQ and orientation materials for the program reviews
 - Revised the new program review guidelines and FAQ in preparation for the 2009-2010 program reviews
 - Organized and conducted orientations with each program beginning the review process
 - Worked closely with the chairs and point persons for each review
 - Worked closely with IR and the Assessment Office to align the efforts of the programs with these offices
 - Worked with the CAO to establish funding for the external reviewers as well as support for faculty working on the program reviews
 - Worked with the subcommittees overseeing the program reviews
- As chair:
 - Worked closely with the Deans to establish the 7 year calendar of program reviews and to provide an overview to the APRC
 - With Joe Tiedemann of the Core Committee, hired an administrative assistant (shared by both committees) and acted as supervisor of record
 - Organized all the APRC files (much of which was in disarray)
 - Set up electronic files (Jose Rimon, the administrative assistant, is scanning all files, past as well as current)
 - Created a binder for APRC chair
 - Provided the Associate Deans and Deans with all the APRC documents
 - Met with the Chairs Council of the School of Education to introduce APRC policies and guidelines
 - Started work on an APRC website, which should be up and running by May, with links to the CAO site and to the Office of Assessment
 - Contacted Deans, Associate Deans, and Chairs in preparation for the next group of program reviews (2009-

2010: Classics, Chemistry/Biochem, Theological Studies, African American Studies, and English)

- Met with Tina Choe, Chair of Chem/Biochem to introduce her to the program review process
- Set up an orientation with Classics for May 11 (orientations for the other program reviews will be scheduled for late August, early September once chairs have returned from sabbatical)
- Worked closely with Mahmoud Nourayi on the new program proposals for CBA
- Met with Paul Humphries of Music to discuss the feasibility of a new program in World Music
- Met with Kevin Wettmore of Theater to provide feedback on the new program proposals that will be submitted next fall
- Worked with Herbert Medina and Rae Linda Brown to develop guidelines for APRC approval of new Study Abroad Programs

In summary, I have made mistakes and learned several valuable lessons this year as chair of the committee and have tried to bring those lessons to bear on plans for next year. This includes revising both our program review guidelines and new program proposals in light of what we've learned as we've launched both. The revisions, although minor, should help clarify the roles of the APRC as well as provide more clarity to the programs involved. The web site should also provide an important resource to Deans, Associate Deans, Chairs, and faculty involved not only in program reviews but also to those wishing either to propose a new program or to modify an existing program.

If I have succeeded as chair, it's been due in great part to two things: the faculty serving on the committee, all of whom have put in long hours of dedicated work, and Margaret Kasimatis's patient guidance, both to me as chair and to the committee as a whole. Her experience, good humor, dedication, and willingness to devote huge amounts of time to the committee has been the bedrock for any of our accomplishments. She is a real asset to the committee and to the University.

Looking forward to next year, I hope that we can accomplish the following:

- Approval by the Senate of our recommended changes to the bylaws so that we can increase the number of faculty on the committee; this will help us with the workload (I will submit the revisions for approval at the end of the summer)

- Develop a process for follow-up reviews of new programs
- Revise and clarify the process for modification of an existing program
- Establish clear guidelines for the subcommittees working on program reviews and new program proposals
- Continued close working relations with the chairs and faculty under review
- Continued close working relations with the Deans and Associate Deans

Sincerely,

Sue Scheibler