

**Academic Affairs Leadership Team
Thursday, August 23, 2012**

I. CHECK – IN

a) Agenda

- Program Review - Ellen

II. ACTION ITEMS

a) Program Review - Ellen

Ellen and her team discussed her findings from the Program Review Review Committee with the group. There was a question raised as to what happens to the recommendations after the program review is completed. Chuck felt that the recommendations should be part of the annual goals of the department for the coming year. The group also questioned the role of the supervisor in the process. Ellen stated that at the initial meetings, the supervisors can decide what level of participation they want to have in the process. Bill emphasized that all supervisors should be involved significantly in the process.

Judy raised the question of cost analysis when completing a program review. Bill stated that currently a cost analysis is not completed with the program review. The Dashboard does, in fact, include a cost analysis.

A discussion ensued regarding budgetary implications for some program reviews. The group felt that budgetary recommendations should be implemented into the budget process. The issue of reassigned time was discussed and Bill suggested a stipend as opposed to reassigned time for two semesters.

ACTION(S): Deans will share program review template with faculty and ask for input. Ellen will send out copies of the new document. The new template will be piloted in this year's program reviews and then we'll assess how well it worked.