Meeting was called to order by Jim Zimmerman (Chair) at 8:00 am.

1. Motion (Williams/Hukai) to approve the minutes for 12/3/10. Minutes approved as revised.

2. Motion (Williams/Delgado) to approve a proposed Graduate Certificate Program: Sustainable Community Planning. Motion passed (pending receipt of a hard copy of the signed transmittal form for the proposal.)

3. Motion (Hukai/Williams) to approved a proposal to change major/minor: Sociology Major, Sociology Minor, Anthropology Minor. Motion Passed.

4. Motion (Williams/Hukai) to approve the proposal to create a new minor: Art History. Motion Passed.

5. The chair shared with the committee an update regarding progress taken related to the Faculty Senate charge to (along with the Assessment and Audit/Review committees) develop a mechanism for creating an ongoing program prioritization process on campus. The entire charge reads as follows:

   - Review, in consultation with the Assessment Committee, the program prioritization evaluation instrument, as used in 2008-2009, and provide recommendations on how it might be revised to serve as an ongoing tool to assist in future budgetary decisions, and program comparisons across campus.

   - Review the data-collection processes already available and/or currently utilized on campus (for other purposes) and make recommendations on how they may be used as part of an ongoing program-prioritization process. Also, provide recommendations of any areas where additional data will need to be collected or reconfigured to facilitate the proposed program prioritization instrument (see the above charge).

   - Investigate how the previous program-prioritization process was/not useful in making budgeting decisions, as well as what revisions to the completed program-prioritization process would be appropriate to make an ongoing program-prioritization instrument a more useful tool for future budgetary decisions.

   - Develop a mechanism for communicating program-prioritization implementation in the decision-making process.
The Chair share the following information:

The chairs of AP&P, Assessment, and Audit/Review met on 12/9/10 to consider how to proceed. They will begin by examining how existing quantitative and qualitative tools may be repurposed to an ongoing program prioritization process. Advantages of an initiative of this nature might include 1) Repurposing data already gathered by Audit & Review and Assessment Committees makes their data collection more meaningful for all involved, and it adds ‘teeth’ to the Audit & Review/Assessment requests for data from programs. Data submitted for assessment and/or audit and review processes will be more timely and rich if programs know that that data is also to be used for budget allocation decisions. Results might include fewer requests for extension in seven year program review windows, less ‘last minute’ gathering of departmental information, etc.. 2) Coordinating the efforts of Audit/Review AND Assessment regarding examining specific programs and timeline for submission of materials by programs will generate more ongoing information to Audit/Review, and may facilitate a more productive and manageable work process for that committee. 3) Restructuring the timeline for submission of material by programs to a three year process may eliminate the need for annual program reports by chairs, cutting down their work load as well as the practice of ‘cut and paste’ currently occurring in the creation of annual reports.

The chairs of AP&P, Assessment, and Audit/Review will be meeting with appropriate administration in the upcoming week to examine if this idea has merit.

3. Motion (Delgado/Dooley) to adjourn. Motion passed.

Meeting adjourned at 8:55 am.