

Institutional Effectiveness/Strategic Planning Committee Minutes
Friday, December 8, 2023 – 10 am

Committee members: Erica Caracoglia, Happy Gingras, Brian Busch, Tabitha Miller, Billy Barber, Daniel Price, Marty Flynn, Vickie Murphy, Ryal Watkins

Present: Erica Caracoglia, Happy Gingras, Brian Busch, Daniel Price, Marty Flynn

1. Rescheduled the assignment of a secretary until the next meeting.
2. Automotive Program Review
 - a. The Automotive Program underwent faculty changes in the spring of 2024. The scheduled program review was put on hold for discussion until 2024 fall. Because the faculty are new and the program is undergoing internal review and changes, the committee approved canceling the program review until the Advanced Manufacturing Division is scheduled for review again in Spring 2027.
3. Program Review 2024-2025
 - a. Allied Health and Public Safety programs undergoing review this cycle.
 - b. Erica will compile data and send to programs by mid-October.
 - c. Reviews will be scheduled in February, March, and April.
 - d. Medical Assisting and MOA will be scheduled on the same day.
 - e. Discussed the CJC/Public Safety program reviews. Currently there is not a full-time faculty member in place; with someone new coming in, the committee voted to put-off the CJC and Public Safety program reviews until the Allied Health and Public Safety programs are reviewed in Spring 2028. Erica will compile the data to present to the new full-time faculty member, when one is hired; this will also give the VP of Academic Affairs/CAO and the Allied Health and Public Safety division chair the opportunity to review and discuss data as they deem appropriate.
4. Program Review Template
 - a. Presented the template filled in with data to get a feel for what tweaks needed to be made or directions to be added.
 - b. Changed the font color and italicized all questions that need to be addressed by faculty.
 - c. Discussed program resources section; with program budget information being provided in historical context, we likely will not see a big deviation from budgeted dollars and expended dollars due to the inhouse process. Biggest takeaway is that we can see what is expended and what is earned via FTE.