

**Program Review and Assessment Committee**  
**Thursday, March 21, 2024**  
**1:30 – 3:00pm**  
**Meeting Minutes and [Video Link](#)**

Attendance: Alfrey, Karen; Bozeman, Leslie; Brehl, Nicholas; Dwyer, Patrick; Easterling, Lauren; Helling, William; Houser, Linda; Kondrat, David; Macy, Katharine; Masko, Meganne; McCarthy, Katie; Morris, Pamela; Ninon, Sonia; S Rao, Anusha; Sosa, Teresa; Wilson, Jeremy; Zheng, Lin

Guests: Scott Renshaw, Jeremy Wilson, Thomas Hurley, and Sharon Kandris

1. Welcome, Review, and Approve February 2024 Meeting Minutes (5 minutes) – Sonia Ninon, PRAC Chair  
*Minutes were approved*
2. Program Review Panel (40-45 minutes) – Scott Renshaw, Medical Director Campus and Student Health and Assistant Faculty of Clinical Family Medicine, IU School of Medicine; Jeremy Wilson, Professor and Chair, Department of Anthropology, IUI; Thomas Hurley, Associate Dean for Research and Graduate Education and Chancellor's Professor of Biochemistry and Molecular Biology, IU School of Medicine; and Sharon Kandris, Executive Director, The Polis Center, IUI

*Experiences and lessons learned from the panel - Sharon:*

- *Polis: a self-sufficient applied research center, bridging the school and the community. Many recent changes including moving from Liberal Arts to Luddy school in 2020; many personnel changes in leadership; new stakeholders, 2030 strategic plan*
- *Last external review was 2008; just completed the current review*
- *Good timing – we needed time to reflect and plan after the major changes – to reframe vision and establish a plan for the future, define relationships*
- *IN 1H 2023 we did an extensive self-study (80 pages). One takeaway was a set of 6 questions for the external review committee to look at*
- *Review used a 7-person committee from (campus, local community, national experts) for a one-day site visit after reviewing the report (June 2023)*
- *Aug 2023 – reviewer report received. Feb 2024 we submitted our response report and plan*
- *The external review benefitted us in the following ways*
  - *credibility with center partners;*
  - *roadmap for maintaining funding;*
  - *doing more and expanding;*
  - *investing in human capital;*
  - *enhancing awareness of the center*
- *Lessons:*
  - *Go into it with the right mindset to get the most from it (not just a box to check)*

- *The one-day visit was too rushed, needs to be longer*
- *Good way to interact and build relationships with administrators*

*Jeremy:*

- *2014 was their prior review (overdue partly due to pandemic)*
- *April 2023 was just completed*
- *Lessons:*
- *External reviewers – think about peer institutions or departments you want to emulate*
- *Campus reviewers – people from majors who participate in your classes*
- *Chairs - be sure you can delegate in this process – help with writing*
- *Report – IRDS (IA) data should lead the narrative for each section (data-driven)*
- *Recommendations from our review are hard to implement due to resource limitations (\$ and people), and a pending merge of departments.*
- *Some recommendations were similar to the prior review, but limitations keep us from implementing them*

*Scott:*

- *Review was one year ago (Feb-Mar 2023)*
- *None of the staff were around for the prior review; lack of prior documentation; thus, for us it was a totally unknown process*
- *Felt that they did not have much help from the campus; lack of logistic support, lack of financial support*
- *Results were not a surprise; this was reassuring*
- *Resources have not been forthcoming to implement the recommendations made by the committee; already doing what they could to address known issues*
- *External reviewers may find it hard to know what to recommend because they are not aware of how things work on our campus and our limitations*
- *Did share the work to write the report – group effort*
- *Reviews take away resources from the main mission of the organization – especially the administration team and ‘hosts’*
- *Start early keeping notes for your next review*
- *Think creatively and break the status quo*
- *From slides:*

## LESSONS LEARNED

- Be smart about program review committee members
  - One member had been through program review in the past
- Do not need to have a 'host' mentality
- The minimal guidance provided by the institution regarding program review is very vague and broad and interpret these to best suit your program/division
- Most of what the review committee found and suggested was not a surprise
- This is not punitive!
- There are no additional support or funds to help with the recommendations of the review committee
- 'Unit questions' answers not as helpful as hoped

*Thomas:*

- *In contrast, we had experience with these reviews, and budget, knew what was coming; had prior report to use*
- *Committee gave vague answers to some of our questions. (e.g., “we all deal with that” no actual recommendations)*
- *Highlighted communication gaps and coordination issues*
- *Timing was also good because it affirmed and had impact for issues that had been raised before*
- *Encouraged us to survey faculty and students to identify areas of concern*

*Question: How can PRAC/IUC help with some of the issues with groups needing help  
Where are the resources?*

*Institutional review team provided some examples of reports – see website  
Some process documents, but it seems to be fairly vague*

*Past experience is key – need to have a list of mentors although the process can differ  
across programs*

*Question: why are those who do program reviews compensated for their time? Some do  
not get any release time. This needs to be addressed if this is a high level of priority.*

*Question: How do departments fund the review?*

*- Dean of unit*

### 3. PRAC Subcommittee Updates (10 minutes) – Subcommittee Co-Chairs

- Grants Subcommittee (Pamela Morris)

*Winners:*

- *Philanthropic Theory and Analysis in Action: Student Learning Assessment Project: Evaluate new Master-level LOs using an undergraduate class as researchers. (Patricia Herzog, Lily School of Philanthropy)*
- *Assessing the Effectiveness of Inclusive Practices in Faculty Search Committee Trainings (Teresa Sosa, Academic Affairs)*

- Record Subcommittee (Tom Hahn)  
*Update through Sonia; not a lot of proposals have been received for review*
  - PRAC Reporting and Recognition Subcommittee (Karen Alfrey)  
*Reports have been arriving, but some units are unable to complete reviews now due to a lot of things going on. So late in the process, Karen is proposing to close this year's cycle and only provide feedback to those who request it.*  
*Action item: Follow up Pamela and Karen. Linda sent note to submitters to inform about this.*
4. PRAC Special Interest Group Updates (15 minutes) – Special Interest Group Chairs
- Assessing Student Belonging and Success (Emily Braught)
  - Graduate and Professional Education Assessment (Sonia Ninon)
  - Equity and Inclusive Assessment (Sonia Ninon)
- Sonia showed documents created by the groups describing each group and some of their goals – will locate these on the PRAC drive*  
*Please view these and if you would like to join any of the groups, please just contact the group leaders (or Sonia or Pamela)*
5. Preview of Next PRAC Meeting (5 minutes) – Sonia Ninon
- Gen Ed Assessment and UAC (Sara Lowe and Christina Downey)
  - Office of Collaborative Academic Program Assessment Process (Allison Chatterjee)
6. Announcements and Adjournment (5 minutes) – Sonia Ninon
- The Plater-Moore Conference on Teaching and Learning will be held on Friday, April 5, 2024, at the Campus Center. For more information, please click on [this link](#).
  - Dr. Stephen Hundley has asked that we provide him with the names of PRAC members who would like to present or have otherwise already submitted a proposal for the 2024 Assessment Institute. PRAC members will only receive complimentary registration if they are presenting.  
*- Emily Braught and Sonia Ninon both submitted; Jamie Rauch (Faulty Development) will submit (Pamela communicated this to Stephen)*

Future PRAC Meeting Dates:

- Thursday, April 18, 2024, from 1:30–3:00 pm (via Zoom)
- Thursday, May 16, 2024, from 1:30–3:00 pm in **Campus Center 307**  
**In-person attendance is encouraged but Zoom is also available.**