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:
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.**