



MEETING MINUTES FOR MAY 11, 2018

In Attendance: Eric Bullis, Sam Byington, Melissa Deadmond, John Fitzsimmons, Anne Flesher (Chair), Meeghan Gray, Mark Maynard, Sharif Rumjahn, Cheryl Scott, Karen Wikander

Absent: Natalie Brown, Cheryl Cardoza, Tanya Farnung-Morrison, Lori McDonald, Brian Ruf, Andrew Sumpton

Guests: Amber Anaya

Call to order: 11:05 a.m.

Approval of the May 11, 2018 Minutes

Chair Anne Flesher noted John Fitzsimmons was present at the last meeting and Karen and Mark not Kim and Mark were tasked with cleaning up the PUR documents. The minutes were approved as amended unanimously.

Approval of the RAD Tech Findings and Recommendations

Meeghan cleaned up the document.

Next AY meeting schedule

Anne reviewed the next AY meeting schedule for this committee and noted she moved the time to 9-11 and tried to accommodate members who serve on other committees as well. Anne will make a couple of small adjustments to the schedule.

PUR Handbook updates and revisions discussion

Anne reviewed the proposed changes to the PUR Handbook and mapped out how it will be organized: mission, purpose, degrees offered, and moving "more factors for the future" to the end of the handbook. Curriculum will be divided into two sections: transfer programs and workforce programs. A suggestion received for the Program Unit Overview were to eliminate non-credit courses offered from handbook, but leave in those with special circumstances such as the smog program. Other changes were to remove the faculty qualifications as it is unnecessary information. Assessment will have its own section with evidence of assessment using a list instead of a table. Suggestions for the data packet were to make an appendix to refer to when speaking to the trends in the program and explaining the "whys." Other suggestions were: to use academic year versions: Spring and Fall demographics, use data to show retention next to fill rates, use full-time versus part-time ratio data, use number of credit hours in data, show flow and mapping. The committee liked the suggested changes. It was also noted there will be Professional Development workshops for assessment and data analysis in the Fall. The CAR template was also discussed. The two end boxes were very similar and could be reworded and combined to ask will the department revise the course versus the instructor misinterpreting the revision as something they need to do. Please email Melissa, Mark, or Anne if you have any suggestions or input on the handbook.

Old Business

None

New Business

Mark Maynard has been elected ASA Chair. Congratulations Mark!

Meeting Adjourned: 12:16 p.m.

Next Meeting: August 24, 2018