

MINUTES, UNDERGRADUATE ACADEMIC PROGRAM REVIEW SUBCOMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5240 North Jackson Avenue, M/S UC43
Fresno, California 93740-8023

Office of the Academic Senate
Ext. 8-2743

September 19, 2005

Members Present: R. C. Perry, J. Daughtry, D. Hansen, A. Hudson, D. Kemp, Y. Oheneba-Sakyi.

Member Absent: D. Dickerson (excused), K. Henry (student)(excused).

The meeting was called to order by Chair Perry at 2:00 p.m., in PHS #255.

1. Minutes. MSC to approve the Minutes of 5/9/05.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

There were none.

4. Discuss Work Schedule for Fall 2005.

The meeting time will be kept at 2:00 p.m. Mondays unless we hear problems from the nonattending subcommittee members once they review their schedules.

MSC to adjourn (3:00 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, September 26, 2005, in PHS room #129.

AGENDA

1. Approval of the Minutes of 9/19/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Criteria for Program Review.

Sharon Hayes
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September 26, 2005

Members Present: R. C. Perry, J. Daughtry, D. Dickerson D. Hansen, A. Hudson, D. Kemp, K. Henry (student).

Member Absent: Y. Oheneba-Sakyi (excused).

The meeting was called to order by Chair Perry at 2:00 p.m., in PHS #255.

1. Minutes. MSC to approve the Minutes of 9/19/05.
2. Agenda. MSC to approve the Agenda as amended to add a new item #4. Summary of AY 2005/06 Workload and a new item #5. Criteria for Program Review and renumber the remaining item accordingly.
3. Communications and Announcements.

The Committee will meet every week until work completed. Fabiola Alvarez in Dean Nef's Undergraduate Studies office will coordinate the disbursement of the Committee reports.

4. Summary of AY 2005/06 Workload.

The Committee will report on the 2003/04 reviews for Theatre Arts, Criminology, Psychology, Art, Business, English, History, French, and Spanish. D. Dickerson will bring the Student Data Book to the meetings, so the Committee can review data such as numbers of full time faculty, part time faculty, majors, graduates, and FTES.

5. Criteria for Program Review.

Chair Randy Perry will compose a document outlining the subcommittee's agreed criteria.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be Monday, October 3, 2005, in PHS room #193.

AGENDA

1. Approval of the Minutes of 9/27/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Theatre Arts.

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October 3, 2005

Members Present: R. C. Perry, J. Daughtry, D. Dickerson D. Hansen,
D. Kemp, Y. Oheneba-Sakyi, K. Henry (student).

Member Absent: A. Hudson (excused).

The meeting was called to order by Chair Perry at 2:00 p.m., in McLane
#193.

1. Minutes. MSC to approve the Minutes of 9/26/05.
2. Agenda. MSC to approve the Agenda as amended to add a new item #4. Criteria for program Review and renumber the remaining item accordingly.
3. Communications and Announcements.

Diane Dickerson distributed copies of the Student Data Sheet which provides basic statistics on each department. Chair Perry will email the Committee to identify which department will be examined after Theatre Arts is complete.

4. Criteria for Program Review.

Chair Perry distributed a draft "Periodic Review of Academic Programs Review Committee Response Guidelines - Undergraduate Programs." Item 5 was amended to read "Student Outcomes Assessment." It was agreed to use the draft and change it as necessary.

5. Theatre Arts Program Review.

Most of the criteria listed in the Guidelines were examined. The rest will be examined at the meeting next week.

MSC to adjourn (3:20 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, October 10, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 10/3/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Theatre Arts.

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October 10, 2005

Members Present: R. C. Perry, J. Daughtry, D. Hansen, A. Hudson, D. Kemp, Y. Oheneba-Sakyi,

Members Absent: D. Dickerson (excused), K. Henry (student).

The meeting was called to order by Chair Perry at 2:00 p.m., in McLane #193.

1. Minutes. MSC to approve the Minutes of 10/3/05 as amended to show Member Absent: Angela Hudson (excused).
2. Agenda. MSC to approve the Agenda as amended to add a new item #4. Order of Program Review and renumber the remaining item accordingly.

3. Communications and Announcements.

A. Chair Randy Perry announced the addition of two new members: Maria Nogin of the College of Science and Mathematics, and Nagy Bengiamin of the College of Engineering.

B. Dianne Dickerson supplied the Subcommittee with Theatre Arts' memo of permission to use the accreditation document in lieu of an assessment document. The SOAP was put at the committee's disposal.

4. Order of Program Review.

The order of review is (1) Theatre Arts, (2) Criminology, and (3) Psychology.

5. Theatre Arts program Review.

The rest of the criteria were examined. The Subcommittee will review the draft report at the next meeting.

MSC to adjourn (3:15 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, October 17, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 10/10/05.
2. Approval of the Agenda.
3. Communications and Announcements.

4. Review of Theatre Arts Draft Report.
5. Criminology Discussion.

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October 17, 2005

Members Present: R. C. Perry, N. Bengiamin, D. Dickerson, D. Hansen, A. Hudson, D. Kemp, Y. Oheneba-Sakyi, M. Nogin, K. Henry (student).

Members Absent: J. Daughtry (excused).

The meeting was called to order by Chair Perry at 2:00 p.m., in McLane #193.

1. Minutes. MSC to approve the Minutes of 10/10/05.
2. Agenda. MSC to approve the Agenda as amended to move new item #4. Review of Theatre Arts Draft Report to next week and renumber the remaining item accordingly.
3. Communications and Announcements.
 - A. The Committee's guidelines are amended to remove the word "draft" and to remove both references to "plan," in items 1) and 5).
 - B. Dianne Dickerson announced that reports for Spanish, French, and History would be forthcoming.
 - C. Chair Perry requested members to submit their Thursday schedules, in hopes of finding an acceptable meeting time.
4. Review of Theatre Arts Draft Report.

Has been moved to October 24, 2005.
5. Criminology Discussion.

The Committee discussed the information in the documents. Dianne Dickerson brought copies of the Dean's report to add to our consideration. The Committee will review using the guidelines at the next meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, October 24, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 10/17/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Review of Theatre Arts Draft Report.
5. Criminology Discussion.

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Fabiola Alvarez

From: Deborah Kemp [deborahk@csufresno.edu]
Sent: Tuesday, October 18, 2005 3:48 PM
To: Angela Hudson; David Zellmer; Deborah Kemp; Dianne Dickerson; Doug Hansen; Fabiola Alvarez; Jody Daughtry; Kaley Henry; Maria Nogin; Nagy Bengiamin; Randy Perry; Yaw Oheneba-Sakyi
Subject: Notes of meeting October 17, 2005

Here are my notes. Please add ones if you wish.

Debbie Kemp

Date: Tuesday, October 18, 2005
To: UAPRSC-Notes
From: deborahk@csufresno.edu
Subject: UAPRSC Notes of 10/17/05

Notes from the meeting 2:00 p.m., of October 17, 2005 in McLane 193

The subcommittee began reviewing the Criminology program. Kaylee Henry, our student representative and a criminology major, provided first person insight into the department's work. Thank you very much, Kaylee.

Dianne Dickerson mentioned that assessment was currently based on student opinions, that assessment could develop into measuring student skills.

A point of interest is that the new forensics lab is actually operated by the chemistry department and not by the criminology department. The possibility of allowing criminology students to do internships at the forensics lab was discussed.

It was noted that the review team's suggestion that more law enforcement faculty be hired has already been provided for by the dean. It is expected that advising for students in law enforcement will be more adequate in the future.

Notes submitted by D. Kemp

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October 31, 2005

Members Present: R. C. Perry; N. Bengiamin, J. Daughtry, D. Dickerson, D. Hansen, D. Kemp, Y. Oheneba-Sakyi, M. Nogin, K. Henry (student).

Members Absent: A. Hudson (excused).

The meeting was called to order by Chair Perry at 2:10 p.m., in McLane #193.

1. Minutes. MSC to approve the Minutes of 10/17/05.
2. Agenda. MSC to approve the Agenda distributed.
3. Communications and Announcements.
 - A. Dianne Dickerson announced that the committee will receive the recommendation report that results from the review process, so that the committee can see the effect of its recommendations in the program review process.
 - B. Dianne Dickerson has accepted the position of interim Dean of Graduate Studies, so will have to be replaced as the administrative member of the committee. The committee expressed its gratitude for the fine guidance she has given to date.

4. Review of Theatre Arts Draft Report.

The committee reviewed the draft report and suggested minor changes.

MSC to approve the revised report. Copies of the final report will be available at next week's meeting.

5. Criminology Discussion.

The Committee developed comments for many of the response guidelines and will complete the review next week.

MSC to adjourn (3:35 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, November 7, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 10/31/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Criminology Review Completed.
5. Psychology Discussion.

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From [Deborah Kemp <deborahk@csufresno.edu>](mailto:deborahk@csufresno.edu)

Sent Tuesday, November 1, 2005 2:46 pm

To [Angela Hudson <ahudson@csufresno.edu>](mailto:ahudson@csufresno.edu) , [Debbie Kemp <deborahk@csufresno.edu>](mailto:deborahk@csufresno.edu) , [Dianne Dickerson <dianned@csufresno.edu>](mailto:dianned@csufresno.edu) , [Doug Hansen <dhansen@csufresno.edu>](mailto:dhansen@csufresno.edu) , [Fabiola Alvarez <fabiolaa@csufresno.edu>](mailto:fabiolaa@csufresno.edu) , [Jody Daughtry <jodyd@csufresno.edu>](mailto:jodyd@csufresno.edu) , [Kaley Henry <khenry@csufresno.edu>](mailto:khenry@csufresno.edu) , [Maria Nogin <mnogin@csufresno.edu>](mailto:mnogin@csufresno.edu) , [Nagy Bengiamin <bengiami@csufresno.edu>](mailto:bengiami@csufresno.edu) , [Randy Perry <randyp@csufresno.edu>](mailto:randyp@csufresno.edu) , [Yaw Oheneba-Sakyi <yoheneba@csufresno.edu>](mailto:yoheneba@csufresno.edu)

Cc

Bcc

Subject Notes from meeting October 31, 2005

Hope the minutes arrive shortly. The notes are mostly the same as what was said 2 weeks ago.

Debbie Kemp

Date: Tuesday, November 1, 2005

To: UAPRSC-Notes

From: deborahk@csufresno.edu

Subject: UAPRSC Notes of 10/31/05

Notes from the meeting 2:00 p.m., of October 31, 2005 in McLane 193

The subcommittee continued its review of the Criminology program. Kalee Henry, our student representative and a criminology major, provided first person insight into the department's work. Thank you very much, Kalee.

Dianne Dickerson mentioned that assessment was currently based on student opinions, that assessment could develop into measuring student skills.

The Criminology program is marketed as a hybrid of both applied and theoretical material. The students have options from which to choose, some are more theoretical and others are more applied. The degree is a bachelor of science.

It was noted that the review team's suggestion that more law enforcement faculty be hired has already been provided for by the dean. It is expected that advising for students in law enforcement will be more adequate in the future.

Notes submitted by D. Kemp

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November 7, 2005

Members Present: R. C. Perry, J. Daughtry, D. Dickerson, D. Hansen, D. Kemp, Y. Oheneba-Sakyi,
M. Nogin.

Members Absent: A. Hudson (excused), N. Bengiamin, K. Henry (student).

The meeting was called to order by Chair Perry at 2:10 p.m., in McLane #193.

1. Minutes. MSC to approve the Minutes of 10/31/05.
2. Agenda. MSC to approve the Agenda distributed.
3. Communications and Announcements.
 - A. Dianne Dickerson distributed reviews for the departments of History and English. Randy Perry announced that the order of consideration is Psychology third, History fourth, and English fifth.
 - B. Randy Perry encouraged the members to use the guidelines when reviewing the reports in order to make the committee's work able to be completed more quickly.
4. Review of Theatre Arts Draft Report.

The Committee received copies of the "final" report for Theatre Arts. Of course more edits were suggested, so the final final report will be distributed at the next meeting.
5. Criminology Discussion.

The Committee completed the Criminology discussion. Chair Perry will submit the draft report at the next meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, November 14, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 11/7/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Criminology Draft Report Review.
5. Psychology Discussion.

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From Deborah Kemp <deborahk@csufresno.edu>

Sent Thursday, November 10, 2005 12:51 pm

To Angela Hudson <ahudson@csufresno.edu> , Debbie Kemp <deborahk@csufresno.edu> , Dianne Dickerson <dianned@csufresno.edu> , Doug Hansen <dhansen@csufresno.edu> , Fabiola Alvarez <fabiolaa@csufresno.edu> , Jody Daughtry <jodyd@csufresno.edu> , Kaley Henry <khenry@csufresno.edu> , Maria Nogin <mnogin@csufresno.edu> , Nagy Bengiamin <bengiami@csufresno.edu> , Randy Perry <randyp@csufresno.edu> , Yaw Oheneba-Sakyi <yoheneba@csufresno.edu>

Cc

Bcc

Subject: notes from Nov. 7 meeting

Date: Thursday, November 10, 2005

To: UAPRSC-Notes

From: deborahk@csufresno.edu

Subject: UAPRSC Notes of 11/7/05

Notes from the meeting 2:00 p.m., of November 7, 2005 in McLane 193

We discussed the format for the report and decided that the format used by Randy Perry was desirable. We decided the summary section at the end was good. We still are not clear on the ranking issue. We will continue to use the notation of exceptional quality unless the committee finds a major flaw that should be corrected during its review.

Notes submitted by D. Kemp

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November 14, 2005

Members Present: R. C. Perry, N. Bengiamin, J. Daughtry, D. Dickerson, D. Hansen, A. Hudson, D. Kemp, Y. Oheneba-Sakyi, M. Nogin.

Member Absent: K. Henry (student)(excused).

The meeting was called to order by Chair Perry at 2:10 p.m., in McLane #193.

1. Minutes. MSC to approve the Minutes of 11/7/05.
2. Agenda. MSC to approve the Agenda as amended to show Item #4. Criminology Draft Report Review was cancelled and rescheduled for the next meeting. Item 5. Psychology Discussion was moved to Item 4.
3. Communications and Announcements.
 - A. Chair Perry distributed the final report on Theatre Arts. The report will be forwarded.
 - B. Dianne Dickerson announced that Ethelynda Harding will replace her as the administrative member of the UAPRSC. She contemplated some sharing of duties until Lynda Harding gets acclimated. The committee looks forward to working with Lynda Harding.
4. Psychology Discussion.

The Committee had not received the review team report until this meeting, so a few minutes were spent reviewing it. The completed half of its review and the other half should be completed at the next meeting.

MSC to adjourn (3:00 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, November 21, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 11/14/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Criminology Draft Report Review.
5. Psychology Discussion Completed.
6. History Discussion.

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From Sharon Hayes <sharonh@csufresno.edu>

Sent Monday, November 28, 2005 12:25 pm

To randyp@csufresno.edu , jodyd@csufresno.edu , dianned@csufresno.edu , dhansen@csufresno.edu , ahudson@csufresno.edu , deborahk@csufresno.edu , yoheneba@csufresno.edu , davidz@csufresno.edu , khenry@csufresno.edu , mnogin@csufresno.edu , bengiami@csufresno.edu , sharonh@csufresno.edu , deidraw@csufresno.edu , fabiola@csufresno.edu , laraineg@csufresno.edu

Cc

Bcc

Subject Minutes-Undergraduate Academic Program Review Subcommittee - 11.21.05

MINUTES, UNDERGRADUATE ACADEMIC PROGRAM REVIEW SUBCOMMITTEE
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November 21, 2005

Members Present: R. C. Perry, N. Bengiamin, J. Daughtry, D. Dickerson, D. Hansen, E. Harding, A. Hudson, D. Kemp, M. Nogin.

Member Absent: Y. Oheneba-Sakyi, K. Henry (student).

The meeting was called to order by Chair Perry at 2:00 p.m., in McLane #103.

1. Minutes. MSC to approve the Minutes of 11/14/05.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.
 - A. Chair R. Perry distributed the draft report on Psychology.
 - B. D. Dickerson introduced E. Harding who participated in the meeting as the ex-officio member of the subcommittee.
 - C. D. Dickerson distributed the Craig School of Business review materials. She explained that Associate Dean B. Harper prepared the responses for both the undergraduate and the graduate programs final reports, since there had been so many personnel changes in the offices other than his and he knew the information.
 - D. The order is now English fifth, Business sixth. Art, French, and Spanish are left.
4. Criminology Draft Report Review.
 - MSC to approve as amended.
 - Chair R. Perry will bring final report to the next meeting.
5. Psychology Discussion.

The Psychology review was completed. Chair R. Perry will bring a draft report to the next meeting.

6. History Discussion.

The Subcommittee will begin History discussion at the next meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, November 28, 2005, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 11/21/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Psychology Draft Report Review.
5. History Discussion.

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December 5, 2005

Members Present: R. C. Perry, J. Daughtry, D. Hansen, E. Harding, A. Hudson, M. Nogin,
Y. Oheneba-Sakyi.

Member Absent: N. Bengiamin (excused), D. Kemp (excused), K. Henry (student).

The meeting was called to order by Chair Perry at 2:05 p.m., in McLane #193.

1. The Minutes of 11/28/05 were not available.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

Meeting time for spring semester was discussed. It appeared that our regular meeting time (Mondays from 2 to 3:30) was still our best choice.

4. Psychology Draft Report.

The draft report for Psychology was reviewed and it was amended.

MSC to approve the report as amended.

5. History Discussion.

The subcommittee continued discussing the program review documents for History.

MSC to adjourned (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be during the first 2 weeks of spring semester.

AGENDA

1. Approval of the Minutes of 12/5/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. History Discussion.

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February 6, 2006

Members Present: R. C. Perry, N. Bengiamin, J. Daughtry, D. Hansen, E. Harding, A. Hudson, D. Kemp, M. Nogin, Y. Oheneba-Sakyi.

Member Absent: K. Henry (student).

The meeting was called to order by Chair Perry at 2:00 p.m., in McLane #193.

1. Minutes. There were no minutes from either the November 28, 2005, nor the December 5, 2005 meetings.
2. Agenda. MSC to approve the agenda as amended. Item 5. was amended to be Business, then reamended to be English.
3. Communications and Announcements.

Chair R. Perry distributed the final report on Psychology for our records. E. Harding said Art & Design will be distributed next. A. Hudson will be absent for next week's meeting.

4. History Discussion.

The Subcommittee continued History discussion. Chair R. Perry summarized for review purposes the findings on each item of consideration. Agreement on strengths and weaknesses was made. Chair R. Perry will distribute a draft report at the next meeting.

5. Begin Discussion of English.

English will be discussed at next week's meeting.

MSC to adjourn (3:00 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will Monday, February 13, 2006, in McLane Room #193.

AGENDA

1. Approval of the Minutes of 2/6/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. History Report.
5. English Discussion.

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February 13, 2006

Members Present: N. Bengiamin, J. Daughtry, D. Hansen, E. Harding, D. Kemp, M. Nogin,
Y. Oheneba-Sakyi, R. Perry.

Members Absent: K. Henry (student)(excused), A. Hudson (excused).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 11/28/05 and 2/6/06.
2. Agenda. MSC to approve the Agenda of 2/6/06 as amended to read: "Approval of the Minutes of 11/28/05, 12/5/05, and 2/6/06.
3. Communications and Announcements.
 - A. E. Harding distributed 2 documents regarding creation of standards for program review for the departments. Members of the subcommittee commented on the data that would be valuable for the subcommittee to have when making its assessments. The subcommittee was requested to review the documents for next week's meeting and that it be the first item for discussion on next week's agenda.
 - B. Y. Oheneba-Sakyi requested that when the lapse of time between the subcommittee's review and the self-study is a year or more, the department be requested to provide current information on any changes.
4. History Report Review.

Chair R. Perry distributed a draft report. Some editorial changes will be made and the amended draft will be reviewed next week.
5. Begin Discussion of English.

English will be discussed at next week's meeting.

MSC to adjourn (3:15 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, February 20, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 2/13/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Data Elements for use in Program Review.
5. History Report Review.
6. English Discussion.

MINUTES, UNDERGRADUATE ACADEMIC PROGRAM REVIEW SUBCOMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO 5240 North Jackson Avenue, M/S UC43 Fresno,
California 93740-8023

Office of the Academic Senate
Ext. 8-2743

February 27, 2006

Members Present: R. Perry, N. Bengiamin, J. Daughtry, E. Harding, A. Hudson, D. Kemp,
M. Nogin, Y. Oheneba-Sakyi.

Members Absent: K. Henry (student) D. Hansen (excused).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 2/13/05 as amended to show: The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, February 27, 2006, in McLane 193.
2. Agenda. MSC to approve the Agenda as amended to show Agenda item 4. from February 13, 2006 was postponed to March 6, 2006.
3. Communications and Announcements.
 - A. Chair R. Perry distributed the request for reviewing committee charge.
 - B. Chair R. Perry proposed that the review be placed on the agenda for March 13, 2006.
 - C. Chair R. Perry announced that the subcommittee requested action plans from all the programs that were reviewed in AY2004-05. It will give the subcommittee a better idea of what we should concentrate on in our program reviews. In addition, the action plans give the subcommittee feedback on the impact that the work is having.
4. History Report Review.

Chair R. Perry distributed the final report.
5. Discussion of English.

English was discussed and will be completed at next week's meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the will be 2:00 p.m., Monday, March 6, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 2/27/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Data Elements for use in Program Review.
5. English Discussion.
6. Business Discussion.

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March 6, 2006

Members Present: R. Perry, N. Bengiamin, J. Daughtry, D. Hansen E. Harding, D. Kemp, M. Nogin,
Y. Oheneba-Sakyi.

Members Absent: K. Henry (student) A. Hudson (excused).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 2/27/06.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

L. Harding suggested we discuss dividing the work to speed the process of review. We could conceivably do a review every other week if we had the items to consider summarized from the various documents we review. It will go on the agenda for next meeting.

4. Discussion of Data Elements for use in Program Review.

The data elements were reviewed and suggestions were made for provision of additional data that would make the review process more efficient and more thorough.

5. English Discussion.

English was completed. D. Kemp has put her notes in the weekly notes and requests members' further input and corrections to R. Perry for the sake of enabling him to write the report.

6. Business Discussion.
Business will be discussed at next week's meeting.

MSC to adjourn (3:20 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, March 13, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 3/6/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Proposal to Assign Summaries to Committee Members.
5. English Draft Report.
6. Business Discussion.

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March 13, 2006

Members Present: N. Bengiamin, D. Hansen, E. Harding,
D. Kemp, M. Nogin, Y. Oheneba-Sakyi, R. Perry.

Members Absent: J. Daughtry, K. Henry (student), A. Hudson
(excused)

The meeting was called to order by Chair R. Perry at 2:00 p.m. in
McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 11/28/05 and 2/6/06.
2. Agenda. MSC to approve the Agenda of 3/6/06.
3. Communications and Announcements.
 - A. L. Harding distributed the French review packet.
 - B. L. Harding distributed copy of a request for a common data set for program review.
 - C. A. Hudson will not return, since her mother is ill and she is moving down south to take care of her.
4. Discussion of Proposal to Assign Summaries to Committee Members.

MSC to rotation of committee members to prepare and share working notes for programs we review. M. Nogin volunteered to be first to do French for the committee.

5. English Draft Report.

The committee suggested minor changes, the report was

MSC to approve as amended.

The final report will be distributed next week.

6. Business Discussion.

Business was begun. It will be further discussed at next week's meeting.

MSC to adjourn (3:00 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, March 20, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 3/13/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Committee Charge.
5. Discussion of Business.

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March 20, 2006

Members Present: N. Bengiamin, J. Daughtry D. Hansen, E. Harding, D. Kemp, M. Nogin, Y. Oheneba-Sakyi, R. Perry.

Members Absent: A. Hudson (excused), K. Henry (student).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 3/13/06.

2. Agenda. MSC to approve the Agenda as distributed.

3. Communications and Announcements.

There were none.

4. Review of Committee Charge.

Chair Perry will forward the subcommittee's comments to Mike Botwin, Chair, Academic Senate.

5. Discussion of Business.

Business was continued. It will be completed at next week's meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, March 27, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 3/20/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of Business.

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March 27, 2006

Members Present: N. Bengiamin, J. Daughtry E. Harding, D. Kemp, M. Nogin, Y. Oheneba-Sakyi, R. Perry.

Members Absent: D. Hansen (excused), A. Hudson (excused), K. Henry (student).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 3/20/06.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

M. Nogin will distribute her notes from the French department review.

4. Business Discussion.

Business was completed. Chair R. Perry will bring a draft report to the next meeting.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, April 3, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 3/27/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Discussion of French.

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April 3, 2006

Members Present: R. Perry, N. Bengiamin, J. Daughtry, E. Harding, D. Kemp, D. Kemp, M. Nogin,
S. Massie (student).

Members Absent: D. Hansen (excused), A. Hudson (excused), Y. Oheneba-Sakyi.

The meeting was called to order by Chair R. Perry at 2:00 p.m. in McLane Hall, Room #193.

1. Minutes. MSC to approve the Minutes of 3/27/06.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.
 - A. The new student representative is Simon Massie. Chair R. Perry will notify the administrators. D. Kemp will add him to the addresses for the notes.
 - B. N. Benjamin distributed the summary for Spanish.
 - C. Chair R. Perry will bring a draft report on Business to the next meeting.
4. French Discussion.

We will invite the faculty member, the department chair, and the dean to visit and discuss the program at the next meeting. We will have the dean meet separately from the chair and faculty.

MSC to adjourn (3:10 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be 2:00 p.m., Monday, April 17, 2006, in McLane 193.

AGENDA

1. Approval of the Minutes of 4/3/06.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Approval of Business Report.
5. French Discussion.

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April 17, 2006

Members Present: R. Perry, N. Bengiamin, J. Daughtry, L. Harding,
Y. Oheneba-Sakyi.

Members Absent: D. Hansen (excused), A. Hudson (excused),
D. Kemp (excused), M. Nogin (excused).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in the
McLane Hall, room 193.

1. Minutes. MSC to approve the Minutes of 4/03/06.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

None noted.

4. French Discussion.

The faculty member, Dr. Rose Marie Kuhn, and the department
chair, Dr. Barbara Birch, visited and discussed the program. The
dean, Dr. Vida Samiian, will meet separately from the chair and
faculty.

MSC to adjourn (3:30 p.m.)

The next scheduled meeting of the Undergraduate Academic Program
Review Subcommittee will be 2:00 p.m., Monday, April 24, 2006, in
McLane Hall #193.

AGENDA

1. Approval of the Minutes of April 17, 2006.
2. Approval of the Agenda.
3. Communications and Announcements.
4. Approval of Business Report.
5. French discussion.

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April 24, 2006

Members Present: R. Perry, N. Bengiamin, J. Daughtry, D. Hansen,
L. Harding, D. Kemp.

Members Absent: A. Hudson (excused), M. Nogiñ,
Y. Oheneba-Sakyi (excused).

The meeting was called to order by Chair R. Perry at 2:00 p.m. in the
McLane Hall, room 193.

1. Minutes. MSC to approve the Minutes of 4/17/06.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

None noted.

4. Approval of Business Report.

The Business report was approved as amended. Final copy will
be forwarded next week.

5. French Discussion.

The Dean of Arts and Humanities, Dr. Vida Samiian, met with
the subcommittee and explained the school viewpoint.

MSC to adjourn (4:00 p.m.)

The next scheduled meeting of the Undergraduate Academic Program
Review Subcommittee will be 2:00 p.m., Monday, May 1, 2006, in
McLane Hall #193.

AGENDA

1. Approval of the minutes of April 24, 2006.
2. Approval of the Agenda.
3. Communications and Announcements.
4. French Report.
5. Spanish Review.