**Program Prioritization Task Force**

**Agenda for special meeting, Wednesday, 23 Jan., 2013**

**Present: Vicki Szabo, Bruce Henderson, Melissa Wargo, Debra Burke, Joan Byrd, Brian Railsback, Laura Cruz, Tim Carstens, Angi Brenton, Georgia Hambrecht, Dave Hudson, Jason Lavigne, Chip Ferguson**

**1. Forum Feedback**

Melissa reviewed the changes made since the last meeting. Color scheme – consistent with how we present in fact book: program/major data = purple; outside institution = gray; institutional data = gold. Discussion ensued regarding this document. Okay with number of degrees and majors. Next week we will provide more clarity in reading the bar graphs. We are okay with keeping retention and graduation as a criteria.

Generated/Allocated FTE – by Department – Vicki was concerned with just red and green, considering having a third color or delete all colors and go with just percentages. Should we include standard deviation? Discussion ensued. Melissa will check with Alison on this and get back to us. If this cannot be done expediently, we will keep the icons and include standard deviation.

SCHs Generated by Department – no changes, but added graph. Change to overall SCHs rather than separate by fundable and non-fundable. These will be combined.

Instructional Cost – no changes, but graphs added. Discussion ensued. PPTF decided to just keep the cost per student, not cost per SCH.

Number of Faculty by programs – Angi has become convinced by points raised at the forum that this is more trouble than it is worth than the value it would add – doesn’t believe it really tells us this much. Angi would like to delete this criterion. An alternative template simplifying this has been created and Vicki will send this to the task force for review. Discussion ensued. Department heads can determine percentage of time someone devotes to a program. There is no good way to do this. Could just ask how many faculty teach in a program with a minimum of one course taught in a program per year.

Percentage of courses taught – generated comments at the forum. Do we want to add upper and lower courses? Comment of forum asked to look at percentage of SCH’s rather than percentage of courses taught. Independent studies will be excluded. Percentage of courses gives us valid information, not sure we need the SCH, but separating out upper and lower courses would be informative for the task force. We will only need this for undergraduate programs that have levels. The task force agreed to these changes.

We will cluster data from most granular and work way up. Vicki will send an email today indicating the changes made.

**2 . Data Template and narrative template** **(see attached docs)**

Narrative – the task force will allow 50 words.

**3. Distribution of Data**

* Program directors and / or department heads only – person responsible for the program will get the data; easiest for Melissa to distribute to DH’s. Don’t always have a good list of program directors. Deans will be copied on reports sent to DH’s. Or they can be put into a folder on the H-drive. WE’ll talk about this more on Monday.

**4. Minors**

We know we can get numbers and look at 5 year trends. Maybe be able to get number of people graduated. Some we can get SCH’s, but those that are inter-disciplinary we can’t. Angi still thinks it is important to look at minors that have 5 or less students – that alone might flag them for further conversation in phase II. Thinks this would be valuable. Discussion ensued.

Pre-majors – can’t get an official report from Melissa that is useful. This can be included in the narrative.

**5. Moving forward**

* Next meeting – Monday, 28 January, 2013, 12:30-2:30
* Calendar and future meetings
  + Scheduled forums – 21 Feb., 4 March, 17 April – cancel and reschedule
    - Need suggested date
  + Phase 1 reports due - 15 Feb.
  + Phase 1 report test cases – 18 Feb. - #?
    - TBD Melissa / Angi / Vicki?
  + Committee reads Phase 1 reports: 18 Feb. – 11 Mar.
    - Reports will be available on H-drive, organized in college folders
    - Use attached Excel file as worksheet (maintain minimal comments on worksheet) – **see attached worksheet template**
  + Submit worksheets to Anne Aldrich no later than noon on Monday, 11 March.
  + Categorizations will be re-distributed no later than noon on Weds. 13 March.
  + Phase 1 assessment meeting: 14-15 March (@ NCCAT)
  + Reports to programs on phase 1 recommendations - TBD
  + Phase 2 timeline – TBD.

**6. Additional items?**