

**President's College-Wide Advisory Committee on Academic Planning
Meeting Minutes
12.18.09**

Present: J. Cullen, W. Cunningham, N. DeChillo, N. Dennis, M. Fregeau, E. Haran, L. Little, K. Mallick, K. Ratner, P. Sablock, S. Sweeney, L. Swiniarski.

Guest: Kristin G. Esterberg, Provost and Academic Vice President

Provost Esterberg convened the meeting at 12:00 p.m. in the English Department Seminar Room (MH 249E).

Committee charge

Provost Esterberg referred to the attached "President's College-Wide Advisory Committee on Academic Planning - Charge to the [C]ommittee 12.17.09."

She charged the committee with a) developing criteria and guidelines for evaluating Departmental Reports submitted by academic departments; b) applying these criteria to each academic department and/or area granting academic degrees, using Departmental Reports and comments submitted by Faculty Review Teams; and c) making recommendations for the enhancement, reallocation, or reorganization of academic departments.

Background

The committee was established a) to respond to comments in the last NEASC evaluation of the need for a comprehensive review of all academic programs and b) to maximize the use of resources given current and projected budgetary constraints.

The evaluation criteria

The evaluation criteria must be developed in concert with Salem State's mission as a teaching institution, and its commitment of accessibility to a diverse student body. The criteria should be broad, and able to be applied logically and effectively across both liberal arts and professional programs.

The committee will draw up the evaluation criteria in spring 2010 and submit them to governance.

To assist the committee in developing evaluation criteria, the Provost provided excerpts from program review criteria developed at Humboldt State University, Indiana State University, and

Morehead State University (attached). Also provided was the attached “Scoring Rubric Draft” of potential criteria.

The Academic Affairs’ web site for Academic Planning (<http://www.salemstate.edu/8195.php>) links to these institutions. There are also links to academic program review sites at Fitchburg State College and the University of Southern Maine. Accompanying these are links to the Bureau of Labor Statistics, the Massachusetts Industry-Occupation Employment Matrix, and the US Census Bureau.

The evaluation process

The Provost said that the goal in the academic planning process is to ensure the provision of high quality academic programs. Some factors to consider in evaluating programs are: the demand for a program; the uniqueness of a program within the state college or university system; and resources required to maintain a program. In addition, the committee might consider the history of a program; its relation to the college’s mission statement; its reflection of the unique location and heritage of Salem State; and its capacity for serving our diverse student body.

The Provost urged the committee to consider potential cross and interdisciplinary relationships across departments, and to ask: What do departments have in common? Can courses and resources be shared? Can we do things more effectively? Are there labor-intensive elements (such a small classes) which could be eliminated?

The Library

Though the Library is not an academic department, the Provost said it might be reviewed, given its relationship to academic programs. The Advisory Committee might explore the development of criteria for evaluating the contribution of the Library to the academic process. The Library administration and staff would need to submit a departmental report.

Steps in the process

The task force will meet for two years, from 2009 to 2011. The attached “Academic Planning Process 2009-2011” provides the complete outline and calendar of all tasks before the Advisory Committee, Provost, and academic departments. The attached “Format and Guidelines for Departmental Reports,” were compiled by the Provost in fall 2009, and submitted to All-College for information. These guidelines were adapted from the Departmental Review Guidelines which were approved by governance in 2008-2009 (tracking number 09-106).

Chair and recorder

Mark Fregeau (Biology) was nominated and elected Chair of the Advisory Committee. Nancy Dennis (Library) was nominated and elected recorder. Both votes were unanimous.

Next meeting

Chair Mark Fregeau will schedule a meeting early next semester. It is likely that we will meet during Community Time.

Over the break, members should examine the material in their packets (noted above) and additional material on the Academic Planning web site (<http://www.salemstate.edu/8195.php>).

Chair Fregeau would like the committee to develop the criteria expeditiously and distribute it to academic departments while they are preparing departmental reviews. At the least, the Advisory Committee should provide departments with an overview of the main concepts of the criteria, and follow up with details.

Packets of materials will be sent to those committee members not in attendance.

Adjournment

The meeting was adjourned at 1:00 p.m..

Respectfully submitted,

Nancy Dennis
Recorder