Institutional Program Management
Meeting 2/16/2017

	Members		Members	Guest
P	Stephen Bentivenga	P	Susan Jaeke	
P	Chad Cotti	P	Jaime Page-Stadler	
P	Donald Hones	P	Jenny Borgmann	
P	Karl Loewenstein	A	Pat Juckem	
A	Christine Roth	P	Anne Milkovich	
P	Judith Westphal			
P	Courtney Bauder		(Student)	

P=Present; A=Absent

Agenda

1. Review minutes from last meeting
    a. Placed resources from other universities in resources folder
    b. Karl appointed as chair
    c. Anne has an update from EAB about financial data which will be available much sooner - will have a demo for the group about what is available
    d. Jaime reached out to OSA about students. Invite is out there as of the 13th. Send students to OSA to determine if they are the right fit for the group
    e. Meeting Times - Mondays 11:30-12:30 starting February 27 every other week
        i. Held in either Administrative Services Conference room or D212
    f. Name of Initiative - Pick a name February 27
        i. Institutional Program Review
            1. reviewing not managing
            2. Will be an ongoing review not one and done thing
            3. Recommendation since the group will make recommendations to administration
        ii. Institutional Program Evaluation and Review
        iii. Look at what other institutions have called their group and come back with an appropriate name
            1. **Anne** will come up with a list of words

2. Outline of broad steps of IPM process - Long term goal: Rollout by July 2018 with new budget model in place
    a. Gather information
        i. Find resources
        ii. Read research
        iii. Talk to other institutions
        iv. Look at what COLS, COEHS have done
        v. Evaluating administrative programs?
    b. Evaluate available data - quantitative and qualitative data balanced
        i. Identify useful data we have to use
        ii. Identify useful data that we don't have and need
    c. Propose criteria
        i. Academic vs. Administrative criteria
            1. University survey of faculty/administrative - might be better surveying groups
                a. Is it important and do I want it to?
                b. Is it working well the way that it is?
        ii. Widely vet criteria
        iii. Refine criteria
    d. Design initial framework with criteria
3. Time-frame discussion
    a. How long do we have - time constraints - most crucial piece is that the faculty will accept and understand the criteria - will be longest piece
        i. Institutions who have done this in a year wished they would have done a year for process and a year to run it and make decisions
        ii. Develop short term (month) goals and long term goals (over year)
            1. Design criteria would be a short term goal
        iii. Budget Process concerns over Strategic Plan concerns
            1. We might need to put something forward before prepared to
            2. Should have until new budget model in July 2018 - might be a good long term goal point
4. Meetings with individuals from other campuses who have done program review
    a. NIU chair/steering committee?
        i. Karl contacted NIU and a ⅓ of the committee would like to meet with group
5. Research assignments
    a. Choose a success or failure
        i. Look at the list and divvy it up to the list of members - **Jenny** by eod tomorrow
            1. Boise State - **Donald**
            2. Great Falls - **Anne** (http://www.gfcmsu.edu/about/prioritization/)
            3. Nebraska (Omaha)- **Stephen**
    b. Prepare a short summary for next meeting

c. Draft content for the website - **Anne** for next meeting