

UCF Graduate Council

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PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

Minutes of October 08, 2008 meeting

Members Present Tosha Dupras, Patrick LiKamWa, Anne Norris, H.G. Parsa, Max Poole

Recorder Rhonda Nelson

Welcome and call to order. The meeting was called to order by Stephen Sivo, chair. Dr. Sivo indicated that there was a quorum. Introductions of the committee members followed.

Approval of the minutes. The minutes from the September 24 meeting were approved with no revisions.

New degree program to review at next meeting. Dr. Poole reported that a review of the new M.S. in Health Care Informatics degree proposal, from the College of Health and Public Affairs, would be conducted at the next meeting on 10/22. He also shared a copy of the BOT Criteria Worksheet and indicated that each new proposal is reviewed according to the criteria. He indicated that the proposal and the criteria evaluation form would be sent electronically to committee members in the next several days.

Discussion of questions to be incorporated into the program review process. The committee reviewed and discussed some of the program review examples from other institutions that Dr. Poole had shared with them. The committee then began discussion of the proposed questions on the program review draft document. Dr. Sivo pointed out that there were six sections in the current draft and suggested that each section be reviewed separately. It was decided to develop program review questions that require the consultant to answer each question with short answers or bulleted comments. Specific questions should be asked that require a clear response rather than a rambling unstructured answer. It was decided to add a section at the end of the review to include questions submitted by program or university administrators that are unique to the program under review. The committee agreed that it would be best to get the questions down first and then decide how to ask for specific comments.

Additional suggestions for the review document included: 1) adding a section regarding the future of the program, 2) adding a section that addressed distance learning, 3) adding questions that addressed the use of innovation and pedagogy in the program, 4) adding questions that related to community engagement and 5) adding an outside community reviewer.

Section 1 (Summary) of the draft document was examined and it was agreed that an executive summary should be maintained in section 1 and limited to one page. Section 2 (Program Goals and Curriculum) was then discussed, and the committee agreed that many of the questions concerning the curriculum should not be expressed under the Program Goals section, but have a separate curriculum section.

Other business. Anne Norris, CON, requested that the committee consider delaying their program review of the Ph.D. in Nursing for one year. Dr. Poole indicated that this schedule is set by the provost's office and that the CON Dean should discuss the delay with the Office of Planning and Evaluation. After discussion, the committee agreed to submit a resolution to the dean of CON indicating that they had no objection to a delay. NOTE: The resolution was proposed and revised by members using email over the next week and is as follows:

Whereas the PhD Program of the College of Nursing has only been in existence since 2003 and the most recent review of that program was conducted in AY 2002-2003,

Be it resolved that the University Graduate Council Program Review Committee has no objection to delaying the review of the PhD program of the College of Nursing until AY 2009-2010 so that additional data regarding the program and student outcomes can be duly collected.

Announcements and adjournment. The meeting was adjourned at 3:00 p.m. The next meeting will be October 22, 2008, 1:30, MH 327.

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