

TECHNICAL REVIEW MEETING

Meeting Minutes

October 8, 2015 @ 2 p.m.

Room 209 Gullette

Opening. Dwayne Ferguson, Chair, called a meeting with all of the program chairs responsible for conducting technical program reviews at 2 p.m. on October 8, 2015. No members of the assessment committee were required to attend this meeting.

Present. Dr. Barbara Cordell, Dwayne Ferguson, Paula Fults, Judy Lee, Ronold Morton, Natalie Oswald, Pam Pike, Tim Singletary, Laura Vance, Bob Wilkins

Not Present. Cheri Lambert, Jo Ellen Russell

Old Business. None.

New Business. Mr. Ferguson called this meeting to review with the chairs the new system for submitting the annual self-assessment of each program.

- **New Network Drive** – The Technical Review drive is now available (T:\Technical Review). Log in as yourself and check to see if you have access. In your office, you will need to reboot your computer to see the T:\ drive.
- **Program Folders** - Folders have been created for each area for 2014-2015. If you have a program with an advisory board, you must have a folder for that program and you must submit the self-assessment and documentation each year. The program responsibilities for this year are listed below:
 - Associate Degree Nursing – B. Cordell
 - Certified Nurse Aide – J. Lee
 - Computer Information Technology – B. Wilkins
 - Cosmetology – P. Fults
 - Emergency Medical Technology – R. Morton
 - Health Information Technology – J. Russell
 - Industrial Technology – L. Vance
 - License Vocational Nursing – Pam Pike
 - Medical Assisting – J. Russell
 - Medical Lab Technician – J. Russell
 - Occupational Therapy Assistant – C. Lambert
 - Office Professional-General Business – D. Ferguson
 - Welding Technology – T. Singletary
- **Program Self-Assessment** – Each program will complete and submit a self-assessment using the form provided in its folder of the T:\ drive. Notice the name of the technical

review form has been changed to **Technical Program Self-Assessment** because that is really what each program is doing. Chairs are assessing the health of their programs (how many graduates, functioning advisory board, etc.) and they are reporting that to the Technical Review Committee. Most sections of the form have three parts:

- **Checklist.** The items in the checklist come from the most recent version of the GIPWE.
- **Narrative.** This is where you explain to the committee (and eventually a Co-Board or SACS evaluator) what your program is doing with regard to that section's subject matter.
- **Documentation.** You should have documentation for most of the sections proving you are doing what you say in the narrative. Place your documentation in the Documentation folder. Save your documentation files in .pdf format; you can do this directly from Word or Excel. You may also save it as a Word or Excel document in the same folder, but we want to make sure an evaluator can open the file even if he or she doesn't have Word or Excel. Then type the filenames in a bulleted list in the self-assessment file.

Make sure you use data from the 2014-2015 school year. Mr. Ferguson has placed the Perkins Data file in your Documentation folder; pages 31-36 should be useful. Jeremy Dorman can help you document program graduates, majors, and persistence--just send him an email whenever you get to those sections.

Dr. Cordell asked for a change to the pass rate section of the self-assessment form. Laura Vance asked for space for 6 degrees and 12 certificates at the top of the form. Mr. Ferguson will make those changes and replace the form in everyone's folder.

- **Assessment Folder** – Chairs will do nothing in this folder on T:\ drive; this folder is for the Technical Review Committee to use in assessing submissions.
- **Due Date** – Each program's completed 2015-2016 folder is due **March 11, 2016**.
- **Technical Review Committee Assessment** – The week after Spring Break, the Technical Review Committee will begin to assess each of the programs. It is important you finish your self-assessment and documentation before the deadline because the committee will be assessing your program from a copy of this drive. In other words, if you put something in after March 11, the committee will not see it.
- **Need Help?** – If you need help, let me know (dferguson@panola.edu or 903 693-2066).

Next Meeting. The next meeting of the Technical Review Committee (assessment committee) will be the week after Spring Break 2016.

Adjournment. The meeting was adjourned by Dwayne Ferguson.

Minutes submitted by: Dwayne Ferguson