

Program Planning Committee
End-of-Academic-Year Report
June 2020

The Program Planning Committee had an extremely productive year. We completed 10 Letters

Mary Wilson (chair, Social Science - History), Deepika Goyal (Health and Human Sciences), David Yan (Education), Chao Vang (Institutional Research), Chris Tseng (EXO, Assessment), Debra Caires (Science), Colton Saylor (Humanities & Arts), Chunhui Peng (Humanities & Arts), Monica Gavino (Business), Joel Busch (Business), Thalia Anagnos (Undergraduate Education), Pei-Tzu Tsai (Education)

Sarah Schraeder (Recording)

_____ Mary Wilson called the meeting to order at 12:06 p.m.

meeting.

M. Wilson reviewed necessary information for all new Program Planning Committee members, including the GoogleDrive organization, program planning templates, and procedures.

The meeting adjourned at 1:48 p.m.

Friday, October 4, 2019
Noon-2:00, CLK 412

I. Call to Order

A. [Instructions for Accessing Program Planning Documents.](#)

1. Members were asked to read or at least skim the program's plan and the external reviewer's letter and then carefully read and comment on the Letter to the Provost.
2. Issues of font, spelling, and layout will be solved by Sarah Schraeder.
3. Comments should focus on the substance and appropriate wording. Comments or questions about the content should be asked using the comment function in G004 (ve)7Td()TjETQD TEMC QTf180.023 .2.99tng 2

Friday, December 6, 2019 Agenda will include:
Biomedical Engineering, Industrial Systems Engineering, and Political Science.

Call to Order

Review of the Minutes

Discuss Ge/TT0 10.98 Tf108.02 646 Td[Ds dogy 24.o-3.90 10.98 Tf)-2.2TT1 10.98 8.022.004 (ute) Tf.90

request MS degree annual report. Request this information with some sort of a deadline in the letter. Proposed deadline March 15, 2020.

Behind on the submission of graduate GVAR courses for recertification.

Thalia Anagnos will highlight DFW rates for courses and add them to the addendum.

The committee unanimously approved the draft letter to the Provost (16-0-0).

The committee reviewed and discussed the draft letter. The committee unanimously approved the draft letter to the Provost (16-0-0).

Deferred.

The committee discussed and assigned teams to review program plans for the December meeting.

Mary Wilson (lead), Ann Agee, Artem Meshcheryakov, Debra Caires

A. [General Engineering](#):

B. [Medical Product Development Management](#): Colton

VII. Adjournment

2020: 2/7, 3/6, 4/3, 5/1

Friday, December 6, 2019

Noon-2:00, CLK 412

Mary Wilson (chair, Social Science - History), Thalia Anagnos (Undergraduate Education), Joel Busch (Business), Debra Caires (Science), Krissy Connell (Education - Child and Adolescent Development), Monica Gavino (Business), Jeffrey Honda (Graduate Studies), Silke Higgins (University Library), Artem Meshcheryakov (Business - Accounting and Finance), Chunhui Peng (Humanities & Arts), Pei-Tzu Tsai (Education), Chris Tseng (EXO, Assessment), Sarah Schraeder (Recording, non-voting), David Yan (Engineering)

The committee reviewed and discussed the draft letter.

- A. Certificate in Professional Technical Writing is a basic certificate. They have people that want to take courses through the Open University (OU) but the University has a policy that you cannot offer basic certificates through OU.
- B. The General Education review will be submitted by BOGS later through an addendum. A note has been added to the letter.

The committee unanimously approved the program plan draft letter to the Provost for English, pending minor revisions (12-0-0).

_____ . The committee reviewed and discussed the draft letter.

_____ The committee reviewed and discussed the request to extend the program plan for Department of Sociology and Social Sciences until Spring 2021.

Request a milestone updated on the status of developing their program plan in the September 1, 2020. Submit self-study no later than March 1, 2021. Votes to approve (11-0-0)

Silke Higgins, Ann Agee, Colton, Deepika

Joel Busch, Krissy Connell, Chunhui Peng

Debra Caires, Monica Gavino, Artem Meshcheryakov

The meeting adjourned at 2:00 p.m.

- A. Welcome 3 New Committee Members: Dr. Erin Woodhead, Associate Professor, Department of Psychology; Dr. Abraham Wolcott, Assistant Professor, Department of Chemistry; Dr. Lilian Zheng, Director of Institutional Research.
- II. Review of the [Minutes from December 6, 2019](#)
- III. Review of [Political Science](#) Letter to the Provost
- IV. Review of [Biomedical Engineering](#) Letter to the Provost
- V. Assign teams for next meeting
 - A. [Aerospace Engineering](#)
 - B. [Electrical Engineering](#)
 - C. [Mechanical Engineering](#)
- VI. Adjournment

2020: 3/6, 4/3, 5/1

[Program Planning Tracking Sheet](#)

Professor, Department of Chemistry; Dr. Lilian Zheng, Director of Institutional Research.

Approved with changes to names (12-

2-0).

A. Unanimously Approved

Discussion of Civil Engineering Letter to the Provost
(Joel Busch, Krissy Connell, Chunhui Peng)

For the next two meetings:

- A. Industrial Engineering - Debra Caires, Monica Gavino, Artem
- B. Electrical Engineering - Erin, Pei-Tzu, Abe, David

Adjournment

2020: 4/24, 5/1

[Program Planning Tracking Sheet](#)
[Program Planning Member List](#)
[Program Planning Website](#)
[University Policy S17-11](#)

Friday, April 10, 2020
Noon-2:00, Via Zoom

Thalia Anagnos, Joel Busch, Krissy Connell, Debra Caires, Deepika Goyal, Silke Higgins, Jeffrey Honda, Artem Meshcheryakov, Chunhui Peng, Sillke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, and Lilian Zheng.

Ann Agee, Monica Gavino, Young Park, and David Yan.

Mary Wilson called the meeting to order at 12:00 p.m.

Deepika Goyal motioned, Krissy Connell seconded, and the committee unanimously to approve the minutes from March 6, 2020.

- A. Discussed membership for 2020-2021.
- B. Lilian Zheng reviewed IR data and how they are working on updating data dashboards. Committee discussed the reports.

Call to Order

Approved Minutes of April 10, 2020

Update Committee on Requested Extensions

- A. Environmental Studies
- B. Art & Art History

Letter for Civil Engineering

Letter for Industrial Studies (if time allows)

For the next meeting:

- A. Electrical Engineering - Erin, Pei-Tzu, Abe, David

Adjournment

2020: 5/1

[Program Planning Tracking Sheet](#)

[Program Planning Member List](#)

[Program Planning Website](#)

[University Policy S17-11](#)

Friday, April 24, 2020

Noon-2:00, Via Zoom

Thalia Anagnos, Joel Busch, Krissy Connell, Debra Caires, Monica Gavino, Deepika Goyal, Silke Higgins, Jeffrey Honda, Artem Meshcheryakov, Chunhui Peng, Silke Higgins, Colton Saylor, Sarah Schraeder (recording, non-voting), Chris Tseng, Pei-Tzu Tsai, Mary Lynn Wilson (Chair), Abraham Wolcott, Erin Woodhead, David Yan, and Lilian Zheng.

Ann Agee and Young Park.

Mary Wilson called the meeting to order at 12:00 p.m.

