**KANSAS WESLEYAN UNIVERSITY**

**IARC**

**April 18, 2019 3-4pm**

Stanton Conference Room

**Minutes**

**Present:** N. Ward (Chair), B. Backlin, A. Bedrous, J. Houchin, D. Kraft,

**Department Chairs**: A. Hoekman, S. Hoekstra, L. Wright

**Absent:** D. Kraemer, B. Norris, B. McCullar, B. Weiser

**Call to Order:** N. Ward called the meeting to order at 3:00 pm in Stanton Conference Room.

The minutes were reviewed and approved as submitted.

**Unfinished Business:**

 There was no unfinished business.

**New Business:**

* 1. Departmental Review (Form H) updates for Departments reviewed last year.

Department chairs shared one-year follow up reports from five-year reviews.

* + 1. Annie Hoekman– Computer Studies – It was noted that the first concern from the five-year review was the retirement of D. Kraemer, which at the time of the review did not have a definitive date. It is now known that he will retire at the end of the academic year. The CS department chair noted that they will teach all courses with two full time faculty and that they have consolidated three majors into two. The faculty conducted a review last summer of every course for content, description, currency and broader changes to allow for frequent updates in computing products.

The second departmental concern was the restrictive minors that are difficult to complete in other majors. A minor was designed as an 18 credit hour open minor for those students interested in pursuing a computer studies minor. Many business majors are interested in this option.

* + 1. Andrew Bedrous – Sociology – It was noted that the goal of a modified course with a writing intensive was not accomplished. Growth and recruitment were discussed in a meeting with Dr. Melanie Overton to develop a marketing plan. No progress has been made to develop new classes.
		2. Mike Hermann– Honors – not present at the meeting
		3. Steve Hoekstra – Psychology – It was noted that the items requiring extra faculty were postponed in both long term and short terms goals for this department. Curriculum changes were accomplished along with approval of the social work program curriculum which will be published in the 2019-20 academic catalog. Curriculum mapping is in progress.
		4. Steve Hoekstra – INTD – It was reported that curriculum changes for this program were accomplished. The leadership minor will require more collaboration with other departments and was deferred at this time.
	1. Departmental Review (Form H) discussion – The effectiveness of the five-year review process was discussed. Chairman Ward asked for feedback from the department chairs. S. Hoekstra reported that the 20 day data that must be submitted in the report was difficult to obtain from the registrar. A. Hoekman reported that she spent more time on data tabulation than on actual writing of the report. It was decided that the registrar will be asked to help with data formatting for future reports. It was also determined that clear operational definitions of enrollment data and retention are necessary. Five-year graduate data would be helpful, if it could be obtained from the Advancement office, as departments do not have a reliable means to collect this data. It was also noted that the September 1rst deadline falls at a very difficult time for faculty to complete this report with the start of the academic year. A. Bedrous requested that the list of courses taught by faculty be removed from the report as it did not provide valuable data for the departments.

Dr. Bill Backlin made a motion to discuss with the registrar’s office a means to supply data to faculty that will decrease the burden of data tabulation for this report.

* 1. End of year Committee Report (Form F) discussion – L. Wright requested further explanation of the alignment between the curriculum committee’s annual report data and IARC data collection. The intent of the annual report was discussed and the need for evidence to support the HLC criteria. It was suggested that Canvas be utilized to provide a location for evidence to be uploaded. The redundancy of copying minutes from the committee and uploading to another platform was discussed. Clearer instructions were requested.

**Other:** None

**Next Meeting:** TBD

**Adjournment:** With no further business to address, N. Ward adjourned the meeting at 4:15 pm.

Respectfully submitted,

*Janeane Houchin*