

## **Agenda for Action Plan Conversation / Chemistry Program Review 2019**

From the program review guidelines:

Conversation with ADAI: Program faculty will meet with the ADAI to discuss the review, the program's response to the external reviewer's report and the program's plan for the future. Representatives of FIDC (or other appropriate committee) and the Assessment Committee would also be part of this meeting. The conversation should finalize the department's action plan priorities. This meeting should occur by the end of the academic year in which the program review occurred.

ADAI prepares a summary of the concluding conversation and distributes it to the Department chair. A summary of the concluding conversation, the program review report, the external reviewer's report, and the department's action plan will be provided to the: 1) Faculty and Institutional Development Committee or other appropriate committee, 2) Assessment Committee, 3) Institutional Researcher. The Institutional Research Office will be responsible for maintaining program review records consistent with good record retention practices.

### **Topics for discussion**

- Mission or Aim statement
- Goals and objectives language
- Assessment practices
  - Continuous assessment
    - Embedding objectives
    - VALUE Rubrics
    - Rubrics and grading
  - Qualitative and quantitative evidence
  - Proficiency vs. growth
  - The role of institutional research
- Personnel
  - Service
  - Sabbaticals
- Relationship with Biology