

PROGRAM REVIEW COMMITTEE MEETING

December 2, 2011

Committee Members: *Co-Chairs* – Dr. Wade Shaffer and Dr. Don Albrecht; *Faculty Representatives Appointed by Dean (6)* – Dr. Pam Lockwood-Cooke, Dr. Karyn Friske, Dr. Jim Calvi, Dr. Leigh Browning, Dr. Debbie Davenport, and Dr. Susan Nix; *Faculty Representatives Elected by Faculty (5)* – Dr. John Pipkin, Dr. Amjad Abdullat, Dr. Harry Hueston, Dr. Paul Clark, and Dr. Chuck Chase; *Staff Representatives (3)* – Jon Davis, Shawn Thomas, and Mark Hiner; *Student Representatives (4)* – Brandy Roberts, Nick Goettsche, Ciro Baldiviezo, and Leif Knippers; *President's Representative (1)* – Michael McBroom; *Faculty Senate's Representative (1)* – Dr. Gary Byrd; *Resource Support Non-Voting (4)* – Rick Johnson, Dr. Gary Kelley, Harvey Hudspeth, and Dr. James Rennier.

Meeting Attendees: Shawn Thomas, Dr. Gary Byrd, Dr. Paul Clark, Dr. Harry Hueston, Nick Goettsche, Brandy Roberts, Mark Hiner, Dr. Chuck Chase, Dr. Jim Calvi, Dr. Deborah Davenport, Dr. Don Albrecht, Dr. Wade Shaffer, Dr. Pam Lockwood-Cooke, Michael McBroom, Jon Davis, Dr. Gary Kelley, Dr. Susan Nix, Dr. Karyn Friske, Ciro Baldiviezo, Harvey Hudspeth, and Dr. Leigh Browning.

Meeting Absent: Dr. John Pipkin, Dr. Amjad Abdullat, Leif Knippers, Rick Johnson, and Harvey Hudspeth.

➤ **COMMITTEE MEETING**

- Albrecht informed the committee on the status of Link Systems, a company that can provide financial information supplied by Datatel in real time; stating that after we provide account listings to Link Systems we will have a time line update from the company.
- Shaffer suggested having the subcommittee chair entertain questions about the individual programs for group discussion prior to voting on the individual programs.

Division of Academic Affairs /Other Committee Votes:

Library

(Shaffer) The VP rating was absolutely essential. The subcommittee rating was absolutely essential.

Absolutely Essential Votes – 17

Essential Votes – 1

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 0

Institutional Research

(Shaffer) The VP rating was essential. The subcommittee rating was absolutely essential.

Absolutely Essential Votes – 9

Essential Votes – 9

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Continuing Education

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 1

Consistent Votes – 16

Inconsistent Votes – 0

Abstained Votes – 1

Study Abroad

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 1

Essential Votes – 2

Consistent Votes – 15

Inconsistent Votes – 0

Abstained Votes – 0

Nationally Competitive Scholarships

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 0

Consistent Votes – 18

Inconsistent Votes – 0

Abstained Votes – 0

Attebury Honors Program

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 1

Consistent Votes – 17

Inconsistent Votes – 0

Abstained Votes – 0

TEES

(Shaffer) The VP rating was essential. The subcommittee rating was essential.

Absolutely Essential Votes – 0

Essential Votes – 16

Consistent Votes – 1

Inconsistent Votes – 0

Abstained Votes – 1

PROGRAM REVIEW COMMITTEE MEETING

Teaching Excellence Center

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 0

Consistent Votes – 17

Inconsistent Votes – 0

Abstained Votes – 1

Learning Assessment Office

(Shaffer) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 0

Consistent Votes – 16

Inconsistent Votes – 0

Abstained Votes – 2

Advising Services

(Shaffer) The VP rating was accidentally not submitted. The subcommittee rating was essential.

Absolutely Essential Votes – 0

Essential Votes – 14

Consistent Votes – 4

Inconsistent Votes – 0

Abstained Votes – 0

Amarillo Center

(Shaffer) The VP rating was accidentally not submitted. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 4

Consistent Votes – 12

Inconsistent Votes – 1

Abstained Votes – 1

OEP (Orientations, Freshman Seminar, Summer Bridge, Readership WT)

(Shaffer) The VP rating was accidentally not submitted. The subcommittee rating was essential.

Absolutely Essential Votes – 1

Essential Votes – 10

Consistent Votes – 7

Inconsistent Votes – 0

Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Division of Business and Finance Committee Votes:

Accounting and Business Office

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split half and half between absolutely essential and essential.

Absolutely Essential Votes – 7

Essential Votes – 9

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 2

Purchasing and Inventories

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was mostly absolutely essential.

Absolutely Essential Votes – 7

Essential Votes – 8

Consistent Votes – 1

Inconsistent Votes – 0

Abstained Votes – 0

Central Supply

(Albrecht) The VP rating was consistent. The subcommittee rating was consistent.

Absolutely Essential Votes – 0

Essential Votes – 0

Consistent Votes – 17

Inconsistent Votes – 1

Abstained Votes – 0

Budget Office

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was mostly essential.

Absolutely Essential Votes – 0

Essential Votes – 13

Consistent Votes – 3

Inconsistent Votes – 0

Abstained Votes – 2

PROGRAM REVIEW COMMITTEE MEETING

Buffalo Gold Card Office

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was mostly consistent.

Absolutely Essential Votes – 1
Essential Votes – 2
Consistent Votes – 14
Inconsistent Votes – 0
Abstained Votes – 1

Environmental Safety

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was mostly absolutely essential.

Absolutely Essential Votes – 10
Essential Votes – 7
Consistent Votes – 1
Inconsistent Votes – 0
Abstained Votes – 0

Personnel Services

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was evenly split between absolutely essential and essential.

Absolutely Essential Votes – 6
Essential Votes – 12
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

Payroll Services

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was evenly split between absolutely essential and essential.

Absolutely Essential Votes – 5
Essential Votes – 12
Consistent Votes – 1
Inconsistent Votes – 0
Abstained Votes – 0

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Physical Plant Central Office

(Friske) The Physical Plant oversees all of the other areas following. The rating for the Physical Plant was for the central office. (Albrecht) The VP rating was absolutely essential. The subcommittee rating was evenly split between absolutely essential and essential.

Absolutely Essential Votes – 5
Essential Votes – 13
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

Air Conditioning/Refrigeration

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 1
Essential Votes – 12
Consistent Votes – 5
Inconsistent Votes – 0
Abstained Votes – 0

Carpentry

(Albrecht) The VP rating was essential. The subcommittee rating was mostly consistent.

Absolutely Essential Votes – 0
Essential Votes – 3
Consistent Votes – 14
Inconsistent Votes – 0
Abstained Votes – 1

Custodial

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was evenly split between absolutely essential and essential.

Absolutely Essential Votes – 6
Essential Votes – 7
Consistent Votes – 5
Inconsistent Votes – 0
Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Electrical

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 13
Consistent Votes – 5
Inconsistent Votes – 0
Abstained Votes – 0

Grounds Maintenance

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split between absolutely essential and essential.

Absolutely Essential Votes – 0
Essential Votes – 6
Consistent Votes – 12
Inconsistent Votes – 0
Abstained Votes – 0

Lock Shop

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 8
Consistent Votes – 9
Inconsistent Votes – 0
Abstained Votes – 1

Painting

(Albrecht) The VP rating was essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 3
Consistent Votes – 14
Inconsistent Votes – 0
Abstained Votes – 1

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Plumbing and Utilities Operation

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 1
Essential Votes – 13
Consistent Votes – 3
Inconsistent Votes – 0
Abstained Votes – 1

Transportation Shop

(Albrecht) The VP rating was essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 4
Consistent Votes – 14
Inconsistent Votes – 0
Abstained Votes – 0

Risk Management

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 13
Essential Votes – 5
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

University Bookstore

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 7
Consistent Votes – 11
Inconsistent Votes – 0
Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Post Office

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 2
Essential Votes – 4
Consistent Votes – 12
Inconsistent Votes – 0
Abstained Votes – 0

University Police

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 17
Essential Votes – 1
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

Parking Services

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was split.

Absolutely Essential Votes – 0
Essential Votes – 2
Consistent Votes – 16
Inconsistent Votes – 0
Abstained Votes – 0

Division of Enrollment Management Committee Votes:

Office of Financial Aid

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was absolutely essential.

Absolutely Essential Votes – 16
Essential Votes – 2
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Office of Registrar

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was absolutely essential.

Absolutely Essential Votes – 15

Essential Votes – 3

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 0

Office of Admissions

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was absolutely essential.

Absolutely Essential Votes – 14

Essential Votes – 3

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 1

Scholarship Services

(Albrecht) The VP rating was essential. The subcommittee rating was essential.

Absolutely Essential Votes – 0

Essential Votes – 18

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 0

International Student Office

(Albrecht) The VP rating was essential. The subcommittee rating was essential.

Absolutely Essential Votes – 4

Essential Votes – 14

Consistent Votes – 0

Inconsistent Votes – 0

Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Division of Institutional Advancement Committee Votes:

Communication & Marketing: Website Management & Development

(Albrecht) The VP rating was essential. The subcommittee rating was absolutely essential. The director rating was absolutely essential.

Absolutely Essential Votes – 8
Essential Votes – 10
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

Communication & Marketing: Media Relations

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 0
Essential Votes – 16
Consistent Votes – 2
Inconsistent Votes – 0
Abstained Votes – 0

Communication & Marketing: Advertising

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential. (Abdullat) Is this category advertising for the institution or for individual programs? (Browning) Great question; it is advertising for just the institution.

Absolutely Essential Votes – 2
Essential Votes – 16
Consistent Votes – 0
Inconsistent Votes – 0
Abstained Votes – 0

Communication & Marketing: Publication Design

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 0
Essential Votes – 10
Consistent Votes – 8
Inconsistent Votes – 0
Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Communication & Marketing: Special Events

(Albrecht) The VP rating was consistent. The subcommittee rating was consistent. The director rating was consistent.

Absolutely Essential Votes – 0
Essential Votes – 0
Consistent Votes – 18
Inconsistent Votes – 0
Abstained Votes – 0

Print Shop: On-Campus Printing

(Albrecht) The VP rating was consistent. The subcommittee rating was consistent. The director rating was consistent.

Absolutely Essential Votes – 0
Essential Votes – 2
Consistent Votes – 16
Inconsistent Votes – 0
Abstained Votes – 0

Print Shop: Outsourced Printing

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 0
Essential Votes – 13
Consistent Votes – 5
Inconsistent Votes – 0
Abstained Votes – 0

Alumni Services

(Albrecht) The VP rating was consistent. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 1
Essential Votes – 11
Consistent Votes – 6
Inconsistent Votes – 0
Abstained Votes – 0

PROGRAM REVIEW COMMITTEE MEETING

Annual Fund

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 0
Essential Votes – 12
Consistent Votes – 5
Inconsistent Votes – 0
Abstained Votes – 1

Development: Major Gifts (\$25,000)

(Albrecht) The VP rating was absolutely essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 4
Essential Votes – 12
Consistent Votes – 2
Inconsistent Votes – 0
Abstained Votes – 0

Development: Grant Writing

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 1
Essential Votes – 15
Consistent Votes – 2
Inconsistent Votes – 0
Abstained Votes – 0

Advancement Services: Gift Processing/Accounting

(Albrecht) The VP rating was essential. The subcommittee rating was essential. The director rating was essential.

Absolutely Essential Votes – 0
Essential Votes – 13
Consistent Votes – 4
Inconsistent Votes – 0
Abstained Votes – 1

PROGRAM REVIEW COMMITTEE MEETING

Advancement Services: Database Management

(Albrecht) The VP rating was essential. The subcommittee rating was essential.
The director rating was essential.

Absolutely Essential Votes – 0

Essential Votes – 14

Consistent Votes – 4

Inconsistent Votes – 0

Abstained Votes – 0

➤ FUTURE MEETING

- 12.09.11; 1:00 p.m. – 3:00 p.m.; Board of Regents Room.