



APASP Task Force Meeting

Friday, October 27, 2017 | 2-3 p.m. | UC #225

Present: Braden Fitzgerald, Rozlyn Haley, Scott Whittenburg, Liz Putnam, Laurie Fisher, Andrew Ware, Ona Renner-Fahey, Chase Greenfield, Jen Zellmer-Cuaresma, Anisa Ricci, Erik Johnston, Stephanie Domitrovich, Paul Haber, Beverly Edmond, Claudine Cellier, Dawn Ressel, Nathan Lindsay, Hillary Stowell

MEETING MINUTES

1. Approval of 10.20.17 Meeting Minutes - approved
2. Debrief of ARSA-APASP Meeting (Beverly Edmond)
 - Nice job everyone, ARSA was impressed
 - Notes from the meeting are in box
3. Review Process Debrief (Sub-Committee Chairs, Dawn Ressel)
 - a. Information Items
 - i. Ensuring all reviews are submitted in a timely fashion
 - Claudine send reviewers email saying reports due Monday 8 a.m.
 - For those who still don't turn in, consider alternative plan
 - ii. Finalizing Monday's consent/discussion agendas
 - At this stage, many TF members haven't finished voting. Post draft agenda today stating that "all academic programs in groups I and II may be discussed" and then update on Monday
 - iii. Other considerations
 - Inter-reviewer reliability – it's up to the TF to ensure this happens.
4. October 30, November 1 and 6 Prioritization meetings
 - a. Role of Provost Edmond at these meetings
 - i. Provost Edmond will not attend; Associate Provost Lindsay will facilitate
 - b. Room set-up, meals, other details
 - i. TF will sit at u-shaped table
 - ii. Procedure for meeting:
 - Expedite consent agenda
 - Lead reviewer present average score and speak for less than 1 minute
 - Try to spend the same amount of time on each discussion item (3-5 mn) for fairness

- TF members use time wisely and don't make unnecessary comments for efficiency
- We'll use clickers for voting
- Hillary will monitor time; Dawn will monitor COI
- If COI make sure you put clicker down, step away from table to make it obvious you are not voting
- Tom Deluca will call in and Claudine will vote for him – Chris Fiore will not call in / will not vote

5. Communication Update (Claudine Cellier)

- a. When to post unit reports to website
 - i. Provide link to box folder rather than post online? Privacy vs right to know concerns; Claudine check with Legal Counsel
 - ii. Timing of when we share the reports – Nov 8?
- b. Updating timeline on Framework vs. creating new timeline to reflect timeline presented to ARSA – Item to be discussed at next TF meeting

6. New Business – Items to be discussed at next TF meeting

- a. The TF's work beyond November 17
 - i. Scheduling meetings
 - ii. New sub-committees to focus on Phase II and Secondary Charge of continuous review process

7. Adjourn Upon Completion of Business