



PROGRAM DEVELOPMENT COMMITTEE
Minutes of Meeting

Date: Thursday, June 23, 2016

Time: 9:00am-9:15am

Room: 209 Assumption Hall

Committee Members: Mr. Pascal Calarco, Dr. Jamie Crawley, Dr. Larry Glassford, Dr. Maureen Gowing, Dr. Zhiguo Hu, Dr. Douglas Kneale, Ms. Maggie Liddle, Dr. Marijke Taks, Dr. Nurlan Turdaliev, Dr. Maureen Muldoon, Mr. Dariush Karimi, Prof. Lionel Walsh (Chair).

Absent: Mr. Mackram Al Matary, Mr. Hussein Elnimairi, Dr. Erika Kustra, Dr. Edwin Tam, Mr. Chase Tribble, Dr. Valerie Scatamburlo-D'annibale, Dr. Patricia Weir.

Attendance: Renée Wintermute (University Secretary) Alison Zilli (University Secretariat).

Formal Business

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. J. Crawley/Dr. P. Weir
CARRIED

2 Approval of Minutes

MOTION: That the minutes of the meeting of May 26, 2016 be approved.

Dr. J. Crawley/Dr. P. Weir
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

4.1 External Reviewers Reports for University Program Reviews.

NOTED:

- Members were reminded that at the last PDC meeting of each academic year, the University of Windsor's IQAP is placed on the agenda as a discussion item. (*i.e.*, how can the process be improved, can the accreditation process be more closely aligned with the IQAP process, etc.).
- The University's Institutional Quality Assurance Process (IQAP), which includes cyclical reviews of undergraduate and graduate programs was audited by the Quality Council in 2014-2015 and the report was provided to us May 2015.
- The role of the auditors is to examine whether the procedures followed were in compliance with the University's approved IQAP and provide recommendations. The Audit Summary can be accessed online at <http://oucqa.ca>.
- During this academic year PDC raised concerns regarding recommendations in a report that they reviewed from external reviewers that didn't seem to be clear or substantiated which then brought forward the question as to what actions should be followed when reports are not submitted in a traditional format. (*i.e.*, Should they be sent back to the reviewers?) In response, it was stressed that reports are sent back regularly to the external reviewers for changes and clarification. However, differences in opinions often create roadblocks for revisions, particularly regarding the language.

- In instances where the report is missing critical information, it was suggested that a standardized electronic form would be helpful in ensuring that external reviewers have completed all required sections.

5 Reports/New Business

Nothing to report.

Additional Business

6 Question period/Other business

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. L. Glassford/Dr. M. Taks

CARRIED