GT Institute Review Committee (IRC)
Meeting Minutes, February 9, 2004
College of Sciences Conference Room, Tech Tower

A meeting was held in the College of Sciences Conference Room on February 9, 2004, at 2:05 p.m. Members present included Ron Arkin, Kent Barefield, Brent Carter, Mark Guzdial, Joseph Hoey, John McIntyre, Gary Parker, Steve Usselman, Paul Wine, and Brian Woodall. Russell Gentry was unable to attend.

1. Minutes—November 18, 2003
    Ron Arkin moved that the minutes be approved. Steve Usselman seconded the motion.

2. Final EB proposal accepted
    Joseph distributed copies of a memo dated 1/13/2004 from the IRC to the Executive Board concerning "Recommendations for IRC roles, Makeup, and Manner of Selection." He also distributed copies of the Executive Board's 1/13/2004 meeting minutes at which the IRC recommendations were accepted.

3. Status of reviews scheduled for 2003–2004
    a. Industrial Design—The Office of Assessment has just received the external reviewers' report today. The self-study has been completed and received by the Office of Assessment.
    b. HCI—No information—Unclear if HCI's program review had been deferred until next year. Ron Arkin asked Sue to check previous minutes to see if the status was mentioned in one of those documents. [Note: It was stated in the 10/07/2003 minutes that HCI was "Put on delayed schedule; self-study completed in spring; external reviewer visit in fall 2004." (sw 2/10/2004)]
    c. ECE—Documentation is complete.
    d. BME—The Office of Assessment has received the self-study. The report has not been reviewed by Dean Giddens and will not be distributed to the IRC reviewers until he has reviewed it.
    e. MSE—The Office of Assessment has received the self-study. The external reviewers are currently on campus, 2/9–10/2004, and the report is expected within the next two–four weeks.
    f. LCC—Ken Knoespel, Chair, has told Joseph to expect the self-study to be completed by the end of February. The external reviewers are scheduled to be on campus 4/15–16/2004.
    g. EAS—Documentation is complete.

4. Assignment of review teams
    Joseph handed out a chart that detailed the status of the program reviews and reviewer assignments. After changes were made, the reviewer assignments are as follows:
    EAS—Steve Usselman (primary); Brent Carter
    ECE—Mark Guzdial (primary); Paul Wine
    MSE—Ron Arkin (primary); Gary Parker
    BME—Russell Gentry (primary); Kent Barefield
    LCC—Brian Woodall (primary); John McIntyre
    HCI—
    Industrial Design—Brent Carter (primary); Russell Gentry

    • The EAS, ECE, MSE, and Industrial Design report materials were handed out to the reviewers. The reports are ready to be delivered to the Institute Graduate Committee (IGC) and the Institute Undergraduate Curriculum Committee (IUCC). Joseph was asked to contact Scott Wills to find out what plans the IUCC has in place to review the materials.

    • Mark Guzdial brought up the fact that ECE's external reviewers' report does not name the reviewers. Joseph said that he would forward those names.

    • Ron Arkin asked if the deans would be providing commentary on the reports, which would help the IRC reviewers in preparing the synthesis. Joseph said that he would ask the deans for their comments.

- Several of the IRC members asked Joseph for a couple of samples of reports written for the Board of Regents (BOR) last year, along with a template and due dates.

5. Schedule for the remainder of the year
- The IRC members agreed that it would be best to compile the recommendations for the Provost instead of trickling the reports to him. The Board of Regents is not requiring a report from Georgia Tech this year, but the IRC members agreed that the synthesis should be completed for the Provost by June 30 and before group members leave for the summer.

- Several of the IRC members will be gone during the summer:
  Brent Carter will be on campus until July 4.
  Mark Guzdial will be gone June 24 through August

- Meeting dates:
  4/19/2004, 2:00 p.m.—EAS and ECE report synthesis due
  5/10/2004, 2:00 p.m.—
  June 2004—MSE, BME, LCC, Industrial Design report synthesis due

6. Other items
   a. Committee membership:
      Joseph was asked to work on the IRC committee membership for next year and address it at the next meeting. He said that if anyone has any recommendations for new members, please send the names to him.

   b. Follow-up to be done
      Joseph—Contact Scott Wills regarding IUCC's plans for program reviews.
      Joseph—Send out a couple of sample reports from last year's BOR report to the IRC members.
      Joseph—Send out a template for the synthesis review to the IRC members.
      Joseph—Send out timeline for reviews to the IRC members.
      Joseph—Send out documentation to IGC and IUCC along with timeline.
      Joseph—Send out names of ECE external reviewers to Mark Guzdial and Paul Wine.
      Joseph—Ask deans for their commentary on the reports.
      Joseph—Work on IRC committee membership for next year.
      Sue—Check past minutes for the status of HCI program review.
      Sue—Contact IRC members to set up June 2004 meeting.

The meeting adjourned at 2:45 p.m.
Minutes prepared by Sue Woolard.