**Program Prioritization Initiative**
**Meeting Summary**
**November 11, 2020**

Brian Payne began the meeting by reviewing the goals of the initiative which include shaping the future of academic programming at Old Dominion University, identifying opportunities for future investments, and recommending potential areas for resource reallocation.

Payne provided an update about the website, Teams folder, and ongoing discussions about the initiative. The program prioritization website is updated regularly. Answers to frequently asked questions are provided. Payne also shared the feedback that has come in from the anonymous link on the website. Questions focused on the criteria that are being considered, whether academic excellence is a part of the initiative, and how the process will unfold. Payne summarized meetings that he had with department chairs and faculty. Concern exists that certain areas are not fully represented on the Task Force. Payne encouraged the task force members to be mindful of these concerns as the group moves forward.

Tisha Paredes provided an overview of the types of data that are available to assist with the initiative. She distinguished between operational data (which can be used to make decisions) and official data (which is reported of government agencies). Categories of data Paredes discussed included:

- Student/program data
- Course Data
- Faculty Data
- DFWI data
- Course completion rates
- Course utilization data

Paredes summarized the types of student/progam data and pointed out that chairs and others have access to the ODU dashboards, which includes headcount, degree productions, admissions count, and FTEs. She also indicated that the ODU community has access to the IR Factbook that includes student contact hours and FTE data.

Discussion ensued about the difference between department level data and program level data. Paredes provided examples of the way that the data can be integrated to provide insight into program and departmental activities. For example, data can be produced showing the relationship between credit hour production and number of faculty. Task force members indicated a preference for integrating budget data into such analyses.

Paredes also shared information career data, student satisfaction data, and available market research data. She indicated that the task force will need to decide which types of data they want to use.

Paredes provided an overview of how to access the data and said she will be developing a one-page sheet to help task force members access the various types of data.

Payne reminded the task force about the review timeline and shared a detailed plan for the next month.  The group will begin to gather data from chairs/directors, administrative support unit leaders, and deans.  The task force reviewed three surveys that will be sent to these groups and provided feedback.  Payne noted that this would be an initial information gathering effort that would be used to inform subsequent efforts.  The surveys of chairs/directors, unit leaders, and deans will not ask respondents to provide information that is already available (e.g., enrollment trends, etc.).  Instead, the surveys seek the professional opinions of the respondents.

Payne indicated that the next meeting will focus on beginning to discuss certificate programs, introducing task force members to the functions of academic affairs administrative units, identifying data preferences of task force members, and creating subcommittees.