PROAC Meeting Minutes 02/27/2009
- Wil Castro: main facilitator and participant in every discussion
- Updated Taxonomy
  - Assignment of persons of PROAC to respective groups
  - Bertha: group C
  - Cindy: A&B
  - Service Learning: Group D not C
  - Dr. Cabrera to assist A&B
  - Dean Pop: Group D
  - SBDC
  - Request inclusion of Grant Program
  - Point of contact for each group
    - Group A&B: Robert Armstrong
    - Group C: Adrian Atalig
- Composite Report
  - P70: Cleaning up protocols
    - Submissions of Memo 1s going through division heads
- Election of vice-chair: Dr. Cabrera
- Family Literacy Program to be included in this(2nd) cycle
- Adoption of Success Criteria by Friday
  - Supplemental report
- Success Criteria
  - Address TR2
  - View the overall Program Review process
  - Data from Dec 31, 2008 report and survey instrument
  - From data analysis from OIE (Assessment Survey)
    - Institutional support: lower than success criteria
      - WASC: institutional support should be 100%
      - Dean: accept that some % in success criteria are too high
    - Glenn: "Assessed Faculty"
    - Can we assess what people say in surveys?
    - We acknowledge there is opportunity to admit we can improve
  - Forward decision of success criteria to College Council
    - Fine-tuning the success criteria
- CFAO: we should not be asking ourselves if there is institutional support
- Each team with leader look at Dec. 11 updates and familiarize with respective groups and submission
- Task: groups look at what it (actions taken) all means to the groups
- How we measure the impact of an action?
- Dean Pop: consider that those improvements will be documented when those SLOs reappear in a cycle
  - Do separate research to reidentify what the results of cycle 1 improvement have had on the program while we're doing cycle 2
- PR Memo 1
  - Rubric in a way we want to review these (PR Memo 1) items

- o Rubric to match up NMC mission statements with other mission statements and the other columns in Memo 1
- Adopt as an institution a rubric for SLOs
- Next 3 months
  - o Memo 2
  - o WASC Report due
  - o March 3rd begin discussion on rubric
- "Water down" SLOs
- Dean Pop: Levels of demonstration that someone has acquired a skill or knowledge
  - o Verbalization
  - o Application
  - o Balance between if we are measuring
    - ▪ Knowledge
    - ▪ Skill
    - ▪ Values
- Training/PD
  - o SOE help facilitate training session for SLOs and AUOs
    - ▪ Cindy is point of contact
    - ▪ Dean Pop will assist
  - o Means of Assessment: Dr. Cabrera/Glenn Keaton/Cindy
  - o Mission Statement: Wil Castro/Tee/Pam
    - ▪ Assist generate mission statements for some departments
- Planning/Q2 results
  - o Begin dialogue for operational plan
    - ▪ Have it widely communicated
    - ▪ Improve it?
- Form 1s
  - o Dean Pop: get samples and measure it against the success criteria and go back and discuss samples with group on criteria and process
  - o How to evaluate if someone meets the criteria in their new employee eval
- Should all governance committees (including PROAC) be in the taxonomy?
  - o Dr. Cabrera: PROAC should be included because of the standards
  - o Success criteria a measure of PROAC's effectiveness?
    - ▪ Survey
      - • Is it complete?
  - o Division heads should develop their Memo 1s
  - o Bottom (department) up (division heads to NMC) development/articulation of mission statements
    - ▪ When? (time constraints) where does this fit?
  - o RA, PR, Plan: provide people with an understanding of what and where is the college going
    - ▪ SLOs and AUOs link to the vision
  - o We need something to evaluate decisions and actions
    - ▪ Linking PR, budget, and plan
- Glenn Keaton: "Enhancing and Sustaining Education Quality in the Pacific"

- o Evaluation of different campuses
- o Document from WASC
- o Challenges campuses have in acquiring accreditation
- o Glenn Keaton: can we use this document to improve?
- Robert A.: are all programs ineffective/broken?
- Glenn Keaton: what is the definition of quality? Do we understand what were supposed to do?
- What? When? Where? How? To what extent?: processes and policies of PR, planning, budgeting