



PROAC

PLANNING, PROGRAM REVIEW AND OUTCOMES ASSESSMENT COMMITTEE A Standing Committee of the College Council

Friday, March 18, 2011, 10:00 a. m. to 11:00 a. m.
Rm, N-5, As Terlaje Campus

Minutes of Regular Meeting

- I. CALL TO ORDER
 - The meeting was called to order at 10:06AM. Ray Muna served as a recorder.
- II. ROLL CALL/ATTENDANCE

Quorum established. Please see attached attendance sheet.
- III. ADMINISTRATIVE MATTERS
- IV. ADOPTION OF MINUTES
 - A. March 11, 2011 Regular Meeting Minutes
 - **Moved by John Griffin and seconded by Leo to adopt the March 11, 2011 minutes**
 - **All in favor to adopt the March 11, 2011 Minutes**
- V. OLD BUSINESS
 - A. Linking Program Review to FY 2012 Budgeting and Resource Allocation (Refer to NACUBO article, “Keeping Programs and Resources in Sync” by Victoria F. Payseur)
 1. Galvin stated that he and DC will meet next week to discuss more about this item.
 2. Galvin stated that we will vote on a criterion and agree to what could happen as a result to that.
 - It is either increase, maintain or reduce funding for that program.
 - B. Cycle 4 of Program Review

- **Compliance Matrix—Update**
- Keane s referred all PROAC members to the NMC Compliance Matrix as of 3/17/11.
- Keane discussed the two documents.
- Joe stated that Early Childhood and Related Services are inactive.
- Galvin asked Keane if he can list the last training date of each program.
- Galvin suggested having a different color that represents a different month.
- **Form 2 Committee—Update**
- Randall stated no programs are in an organizational chart and only departments.
- Randall stated that departments receive a budget rather than program.
- Randall recommended that we should have a Form II for a department rather than program.
- Lisa stated that each program is unique in their own way and that's why Form II is submitted through programs rather than departments.
- Galvin suggested that everyone look at the big picture to distinguish the difference between department and program.
- Galvin stated that he does not want to vote on this item now because there was a reason why programs submit a Form II rather than a department.
- Randall stated there was a section on planning and they were wondering if that should be there.
- Randall asked how can a program measure up to the current plan.
- Galvin asked how does a program link to the mission and how does a program link to the Strategic Plan?
- Galvin stated that programs linked their outcomes to the strategic plan.

- Galvin suggested having programs create their plan and performance measures for that plan.
- Adding programs/bodies/offices back on to the Form 1 compliance matrix
- **John Griffin and seconded by Leo moved Motion to put CFAO, three deans, and Presidents office in Form 1.**
- **All in favor to put CFAO, three deans, and the President's office in Form I.**
- **John Griffin motion and seconded by Leo to have governance bodies submit a Form I.**
- **All in favor to have all governance bodies in Form I.**
- **Randall moved and seconded by John Griffin to recommend the Board of Regents be placed on Form I.**
- **All in favor to recommend that the Board of Regents submit a Form I.**
- **John Griffin motioned and seconded by Dave to recommend that the Board of Foundation submit a Form I.**
- **Motion fails.**
- Recommendations from 2010 Composite Report

VI. NEW BUSINESS

A. Recommendations from the Composite Report

1. Galvin jumped straight down to new business.
2. Galvin read recommendation 11 from the Composite Report.
3. Randall asked if we could send our Form II's to other Community Colleges for review.
4. Galvin stated that it would be good to start with Academic programs.
5. Galvin stated that the Business Department is the perfect place to start.
6. John Griffin stated that he will speak to Larry.
7. Galvin read recommendation 12 from the Composite Report.

8. Galvin read recommendation 13 from the Composite Report and stated it was done.
9. Galvin read recommendation 14 from the Composite Report.
10. Galvin read recommendation 15 from the Composite Report.
 - Randall stated that this recommendation would allow employees undergo training.
 - Leo stated that in his previous training, the facilitator recommended that students must have a syllabus and it would help if instructors had a syllabus to refer to.
 - Galvin stated that he would create a syllabus draft.

VII. OTHER MATTERS

- **McREL**

- Leo stated that researchers are here Tuesday, Thursday, and Friday and working with PSS on curriculum and teacher assessment.
- Leo stated that their presenters are interested in presenting here in NMC.
- Leo stated that it's on March 22, 2011, 10:00AM and in N5.
- Galvin stated that this is a great opportunity for instruction.

VIII. *What impact did today's dialogue and/or work have on student learning?*

- a. Galvin stated that members e-mail him 2-3 things that today's discussion impacted student learning

IX. ADJOURNMENT

The meeting was adjourned at 11:00AM

PROAC

Regular Meeting/Work Session

Date: 03/18/11

Day: Friday Time: 10:00AM to 11:00AM

Place: N5

ATTENDANCE SHEET

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	Antonio Tiples	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	Lorraine Cabrera	Interim NMC President	
4.	Barbara Merfalen (<i>Joe Peters served as a proxy</i>)	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao	Acting Dean, Community Programs and Services	PRESENT
7.	Dawn Chrystal Revilla	Acting, Chief Financial and Administrative Officer	PRESENT
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	
10.	John Jenkins	Faculty Representative, School of Education	PRESENT
11.	Dr. John Griffin	Vice President of the Faculty Senate	PRESENT
12.		Faculty Member (Appointed by Faculty Senate)	
13.	Dr. Eric Belky	Faculty Member (Appointed by Faculty Senate)	
14.	Matt Pastula	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	James Kline	Faculty Representative, Academic Council	
16.	Randall Nelson	Vice President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Keane Palacios	PM, OIE	PRESENT
	Ray Mafnas Muna	PC, OIE	PRESENT
	Lisa Hacskaylo	IR, OIE	PRESENT

	Amanda Allen	IT Dept.	PRESENT
	Skep Palacios	President's Office, Data Analyst	PRESENT