

**Minutes of Program Review and Outcomes Assessment Committee
Meeting
Board of Regents Conference Room
February 12, 2020**



5 handouts were distributed for the meeting: [Agenda 2/12/2020](#), [Minutes 1/22/2020](#), [Form 1 Rubric](#), [Matrix of PROAC Action Items](#), [Feedback from Department Leaders](#) (Tabloid-sized paper)

Members Present ([Sign in Sheet](#)): Dean Charlotte Cepeda, Lisa Hacskaylo, Director Adrian Atalig, Simon Necesito, Diana Hocog, Jesusa Atalig, Dr. Yunzi Shang, Adam Walsh, Lorna Liban, Michael Nurmi, Jesse Pangelinan, Director Roland Merar, Wil Maui, Geri Rodgers

Members Absent: Tayna Belyeu-Camacho, Alexis Cabrera, Shanthia Espinosa, Shelly Tudela

A.Meeting called to order by Dean Char ~12:00PM.

B.The table below summarizes actions about “old business” taken at the meeting:

<p>1. Accept Agenda for Feb 12, 2020</p> <ul style="list-style-type: none"> ● Motion to accept agenda by Adam ● Seconded by Simon ● Motion carried & voted unanimously
<p>2. Accept the minutes from Jan 22, 2020</p> <ul style="list-style-type: none"> ● Motion to accept minutes by Diana ● Seconded by Adam ● Motion carried & voted unanimously
<p>3. Discussion of minutes from Jan 22, 2020</p> <ul style="list-style-type: none"> ● Mike Nurmi asked about item #3 concerning storage on the drive or space available. Director Adrian will be asked to clarify how much is available to each person on the Google Drive. ● Dean Char emphasized the need to move completed actions to the Y drive instead of keeping documents in the Google Drive so that we do not lose history. ● Adam discussed the benefits of cloud-based storage. ● There was a suggestion for a “legacy” plan (if there is not one in place already) to allow for access to the accounts held by staff/faculty who resign their position. ● It was also suggested that there should be a taxonomy for naming any document for ease of locating them. This would be helpful across all programs and departments, but especially in the case of people who have resigned.
<p>4. Adopt the minutes from Jan 22, 2020</p> <ul style="list-style-type: none"> ● Motion to adopt minutes without changes by Adam ● Seconded by Jesse ● Motion carried & voted unanimously

5. Discussion of “tabled items from Agenda Jan 22.”

- a. “Review action plans from IR and feedback from college community.”

Lisa presented the [Feedback from Department Leaders](#) so that PROAC members can see what is needed by department leaders. Overall themes from the document are:

- Need for master calendar
- Need for feedback to programs from PROAC
- Streamlining of assessment process
- Need a document that spells out who is in charge on the program and department level.
- Need map of GELOs, PLOs, SLOs.
- Need to know the different levels of understanding how to complete the Form 1 (suggestion to set aside one day of PD to complete the first 3 columns in the fall) with OIE providing assistance.

On a side note, there was discussion around the naming of the Form 1 lead by Adam.

- He emphasized that the name of the form should accurately reflect what is being evaluated. There are many names for the same form: Memo 1, Form 1, PROAC Form 1. There is also Form 2 which is the self-study form.
 - Jesse will be attending the Academic Council Meeting on Feb 14 and will request that the name of the Memo 1 be changed to Course Assessment.
 - Dean Char stated that Academic Council and PROAC will be asked to give their input about streamlining and creating a “do-able” assessment cycle with the General Education Committee. More details will be discussed at a later PROAC meeting.
 - See more details about PROAC’s vote for the name change of Form 1 under new business.
- b. “Spring 2020: Provide feedback to academic programs on 2019-2020 Form 1s submitted”
- Geri showed how academic programs can submit their Form 1 to special subfolders within the PROAC 2019-2020 folder (screenshot sent via email).

Due to time constraints, Dean Char & Lisa asked for the tabling of items c & d until the next meeting.

- c. Assessment and program review handbook
d. Prepare for Program Review AY 2020-2021

C. The table below summarizes actions about “new business” taken at the meeting:

1. Length of term for PROAC members appointed by Faculty Senate

Currently there are no terms spelled out in the [IE Guide \(2014\)](#). Recommendation for minimum of 2 year appointment.

- Motion made by Jesse to recommend to the Faculty Senate a minimum length of two years for PROAC members appointed by the Faculty Senate.
- Seconded by Adrian.
- Motion carried and passed unanimously.
- Yunzi as Faculty Senate Vice-President will report to PROAC with updates as soon as they become available.

2. Change the name of PROAC Form 1 to Program Assessment Form (PAF)

- Motion made by Wil
- Seconded by Adam.
- Motion carried and passed unanimously.

D. PROAC regular meetings are scheduled for the 2nd and 4th Wednesday of each month during College Hour, 12:00 - 1:00 pm with a location at the BOR Conference (unless it is announced otherwise).

E. The next meeting is Wednesday, Feb 26, 2020 at 12:00 pm.

F. ACTION Item: Homework for all members is to read the [Matrix of PROAC Action Items](#) and be prepared to discuss them at the next meeting.

G. Motion to adjourn made by Lorna. Seconded by Roland. Motion carried and passed unanimously. Meeting adjourned ~1:00PM.