

**Program Review and Outcomes Assessment Committee
February 26, 2020
Minutes**



There were 4 Handouts:

- Agenda 2/26/2020
- Minutes 2/12/2020
- Assessment Cycle
- Hierarchy

Members Present ([Sign in Sheet](#)) were: Dean Charlotte Cepeda, Lisa HacsKaylo, Diana Hocog (via Zoom), Jesus Atalig (via Zoom), Roland Merar, Lorna Liban, Michael Nurmi, Adam Walsh, Simon Necesito, Wil Maui, Adrian Atalig, Dr. Yunzi Zhang, Alexis Cabrera, Shanthia Espinosa, Jesse Pangelinan, Geri Rodgers

Members Absent: Shelly Tudela, Tayna Belyeu-Camacho

A. Meeting called to order by Dean Char @12:01PM

B. The table below summarizes actions concerning “Old Business” taken at the meeting:

<p>1. Accept the Agenda for Feb 26, 2020</p> <ul style="list-style-type: none">● Motion to accept today’s agenda by Roland Merar● Seconded by Adam● Motion carried and passed unanimously
<p>2. Accept the minutes from Feb 12, 2020</p> <ul style="list-style-type: none">● Motion to accept minutes by Diana● Seconded by Dr. Yunzi● Motion carried and passed unanimously
<p>3. Discussion of minutes: There was no discussion of any items on the minutes.</p>
<p>4. Adopt the minutes from Feb 12, 2020 with no revision/changes</p> <ul style="list-style-type: none">● Motion to adopt the minutes by Adam● Seconded by Dr. Yunzi● Motion carried and passed unanimously

C. The table below summarizes actions concerning “New Business” taken at the meeting:

<p>1. Updates:</p> <ul style="list-style-type: none">● Director Adrian: each person has 30G on Google Drive and shared Team Drives have unlimited storage. His recommendation is to move items from Google Drive to network drive. Lisa will complete this task for PROAC (Geri has PROAC items from Dec 2019 to the present in the Google Drive).

- Lisa and Jesse from Academic Council: There is a name change for the Academic Council Form 1 to be referred to as the Course Assessment Form (CAF).
- Dean Char: The PROAC Form 1 is now called the Program Assessment Form (PAF)
- Dr. Yunzi: Faculty Senate approved the minimum length of a 2 year term for Faculty Senate appointments to PROAC.

2. **3-year Cycle:** Lisa briefed the committee on the 3-year cycle of program review.
- There are 2 different assessments. One is the program-level assessment which is done every year (via the Program Assessment Form (formerly called the Form 1). There is also the program review, with each program going through the review every 3 years and completed using the self-study report (also known as the Form 2).
 - Going forward, Dean Char stated that PROAC members need to see samples of the self-study form and how to reach out to programs.
 - Adam recommended that a new agenda item for the next PROAC meeting is to vote to change the name of the Self-Study Report so that it has a purposeful name.
 - Lisa clarified that the group composition for the 3-year cycle is on-going, and that she and Dean Char are still working on how to group programs.

3. **Hierarchy:** The hierarchy (based on the organizational chart) was presented so that the committee could see how programs would be laid out in Taskstream. There was a question where OSAL and PLA were on the spreadsheet by Alexis. They were listed; the word “office” was not part of the title for the Office of Student Activities and Leadership.

4. **Discussion:** There was a discussion about SLOs, PLOs, and AUOs.
- Wil asked who selects SLOs. Lisa responded that Academic Council (AC) allows departments to select these objectives.
 - There was clarification by Dean Char about the 3 ways of assessments: SLOs through course assessment via AC, then PLOs assessed by PROAC, and GELOs by Gen Ed Committee. There is a need to streamline the assessment cycle. (There was an announcement that there will be a meeting on March 13 held by AC for PROAC, AC, and Ged Ed to discuss aligning the assessment cycle.) The GELOs should drive the assessment cycle.
 - There was a question about SLOs for IT, which went into discussion about GELOs, particularly critical thinking. It was clarified that IT would not be assessed by AC.
 - Director Roland asked what objectives PROAC will be evaluating. He reasoned that if it is not about SLOs, then why is PROAC discussing it? PROAC should just be about AUOs. Wil responded that PROAC cannot totally ignore the discussion of SLOs. Dean Char asked that this discussion be tabled due to time constraints. The motion was made by Diana and seconded by Adam, with the motion carried and members voting unanimously to table this for the next meeting.

D. **Announcements:** There are 3 upcoming meetings:

- PROAC regular meeting scheduled for the 2nd and 4th Wednesday of each month during College Hour, 12:00 - 1:00 pm, location is BOR Conference (unless it is announced otherwise)
- Next meeting – Wednesday, March 11, 2020 at 12:00 pm
- Meeting with AC, Gen Ed, and PROAC: Friday, March 13, 9AM at V215.
- Tentative PROAC Meeting-May 20, 2020 Special 2 hour meeting

E. Motion to Adjourn

Motion by Dr. Yunzi

Seconded by Simon.

Motion carried and passed unanimously.

Meeting adjourned @12:36PM.