

Program Review and Outcomes Assessment Committee
April 22, 2020
Minutes of the Zoom Meeting



Handouts for the meeting: Agenda 4/22/2020, Minutes 2/26/2020, Barebones of Program Review, Pyramid of Outcomes, Sample Academic Self-study Templates, Sample Non-Academic Self-Study Templates

PROAC co-chairs and all members were present via Zoom: Dean Char Cepeda, Lisa HacsKaylo, Dr. Yunzi Zhang, Roland Merar, Adrian Atalig, Wil Maui, Lorna Liban, Tayna Belyeu-Camacho, Adam Walsh, Mike Nurmi, Jesse Pangelinan, Nate Seng (proxy for Shelly Tudela), Sue Atalig, Diana Hocog, Alexis Cabrera, Simon Necesito, Shanthia Espinosa, and Geri Rodgers.
Special guest of Simon Necesito: Jean Castro.

A. Meeting called to order at 12:02PM by Lisa.

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

<p>1. Accept the agenda:</p> <ul style="list-style-type: none">● Motion to accept agenda by Adam● Seconded by Simon● Members voted, motion carried and passed unanimously
<p>2. Discussion on agenda: Suggestion by Lisa to add to the announcements an update on AMS Taskstream Pilot from Geri.</p>
<p>3. Adopt the agenda with change.</p> <ul style="list-style-type: none">● Motion to adopt agenda by Diana● Seconded by Adam● Members voted, motion carried and passed unanimously
<p>4. Accept the minutes 2/26/2020</p> <ul style="list-style-type: none">● Motion to accept minutes by Roland● Seconded by Jesse● Members voted, motion carried and passed unanimously
<p>5. Adopt minutes (no discussion) 2/26/2020</p> <ul style="list-style-type: none">● Motion to adopt minutes by Adam● Seconded by Alexis● Members voted, motion carried and passed unanimously
<p>6. Lisa announced that the NMC program review handbook will be created in the coming months. There is a resource folder within the PROAC folder in Google Drive with samples. PROAC members will spend time during the summer months to read the program review handbooks more thoroughly.</p>

7. Old Business items 2b and 3: Tabled by co-chairs until the next meeting due to time constraints.

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

1. Continued discussion from Feb 26 meeting about PLOs, SLOs, AUOs, to include ILOs (Institutional Learning Outcomes). Dean Char clarified each type of outcome using Handout D. There was a robust discussion between Wil, Roland, Lisa, and Dean Char. Preparing for NMC’s Institutional Report revealed the need for different program learning outcomes for the 2 and 4-year Business degree (currently there is no difference). There was also discussion about whether the pyramid/triangle diagram on Handout D is an accurate depiction for the outcomes. Should ILOs or SLOs be at the base? Lorna asked if any community colleges assess the ILOs. Geri said she can research this question and give an update. Dean Char stated that we need a committee to address the ILOs with further discussion. The ILO committee would be comparable to the Gen Ed committee.

2. Recommendation to change the name of the Form 2 Self-Study Reports. After discussion and numerous suggestions for the name change, the following three were at the forefront:

- *Program Self-Study Report (PSR)*
- *Program Effectiveness Report (PER)*
- *Program Review Report (PRR)*

Wil made a motion to vote on the name Program Review Report. It was seconded by Roland. There was no call to vote on this motion since there was more discussion with Adam stating he would like to include PER in the vote. Voting on the 2 names was agreed upon by members, with an agreement to vote via the Zoom chat. Program Review Report (PRR) was chosen to replace Form 2 Self-Study Report.

Dean Char stated that the campus community needs to be informed of these name changes. Geri will create a flier.

3. There was a brief look at the sample Academic and Non-Academic Self-study Templates (Handouts E & F). Dean Char requested that members should read both sample reports as **homework**. Before the next PROAC meeting, members should be prepared to discuss the academic and non-academic reports to include key parts and the purpose of each report in the process of closing the loop of program review.

4. Announcements

- Geri stated that AMS training with the pilot programs is going well. Due to the time constraints, more details will be given at the next meeting.
- The next meeting is Wednesday, May 13, 2020 at 12:00 pm via Zoom (Geri to send details in an email with a password as we near the date). The agenda will include tabled items from today’s meeting and **homework** (see #3 above).
- There is a 2 hour meeting on May 20, 2020 with a tentative agenda:
 - a. Prepare for Program Review AY 2020-2021 & Matrix

b. Discussion of PROAC meeting schedules for the summer and fall.

5. Motion to adjourn by Diana, seconded by Lorna. Motion carried and the meeting was adjourned at 12:58PM.