

Program Review and Outcomes Assessment Committee
March 31, 2021 at 12:00 PM
Minutes of the Zoom Meeting



The following members were present:

Co-Chairs Lisa HacsKaylo & Vilma Reyes, Diana Hocog, Sue Atalig, Resida Keller, Tayna Belyeu-Camacho, Dr. Yunzi Zhang, Lorna Liban, Mike Nurmi, Jean Castro, Alexis Cabrera-Manglona.

Absent Members: Co-Chair IVP Char Cepeda, CFO David Attao, Ryan Calvo, Wil Maui, Victoria Bellas, Adam Walsh, & Geri Rodgers

A. The meeting was called to order by Lisa at 12:08PM. Prior to the meeting introductions were made by each member since today was OIE Director Vilma Reyes' first PROAC meeting.

B. Summary of Old Business taken at the meeting:

Adopt today's agenda

- Motion to adopt by Diana
- Seconded by Tayna
- Agenda adopted unanimously

Adopt March 10 Meeting Minutes

- Motion to adopt by Lorna
- Seconded by Sue
- Minutes adopted unanimously

Continued discussion (from March 10th meeting): Workload Credit for PROAC Membership to be Counted as Two Committees

- Lisa relayed the message from IVP Char that the IE Guide's description of PROAC will include a statement that PROAC counts as 2 committees for faculty.
- There was no further discussion.

C. Summary of New Business taken at the meeting:

Discussion of next steps for PAF

- a. Lisa stated that the proposed deadline for submission of Summary of Data & Use of Results for both academic and non-academic programs is May 7.
 - There was discussion about extending the deadline for academic programs (which need data from finals week) and some non-academic programs (such as CREES who are still collecting data during the summer months).
 - It was asked why May 7th was chosen. This date allows PROAC to review the results and findings and to give feedback to programs.
 - It was suggested that May 7th be the deadline for only non-academic areas, with a vote that resulted in unanimous approval. This is with the understanding that any data collected after May 7th may be appended or included in the following year's assessment (needs to be confirmed).
 - The deadline for academic programs will be discussed at the next meeting.

- b. Lisa announced that time will be devoted during the remaining spring PROAC meetings for the review of early submissions from programs of their Summary of Data and Use of Results. Review Teams will be informed by Geri of these early submissions, using the rubrics to score submissions.
- c. Lisa opened the discussion to decide on the tentative date of May 20th for PROAC's 4-hour workday to review PAFs (Summary of Data and the Use of Results).
 - A vote was taken with a majority of members who approved for the workday on May 20th, 8AM-12PM, with a request to inform the academic department heads to avoid double booking faculty.
- d. Lisa announced the need for the committee to approve the work of program assessment over the summer, provided that there is quorum and with the knowledge that faculty are not required to be present for summer meetings.
 - Faculty who were present indicated a willingness to work over the summer (speaking individually and not for the other faculty members of PROAC).
 - It was suggested that faculty who are absent from today's meeting be contacted for their thoughts on the matter before proceeding. Lisa responded that since there is quorum, the committee can move forward with the decision today.
 - A vote was taken with unanimous approval for the continued work on program assessment throughout the summer.

Program Review Report (PRR): Liberal Arts, Nursing, NRM, Education: Proposed due Date of August 9

- It was suggested that before a vote be taken today, these programs be contacted to see if the due date of August 9th will work for them with a continued discussion at the next meeting.
- There was agreement among members with no further discussion.

D. Summary of announcements:

Lisa announced the next standing meetings of April 14 & 28.

E. Adjournment: There was a motion to adjourn by Tayna and seconded by Vilma. Meeting adjourned by Lisa at 1:02PM.