PROAC

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

Friday, June 03, 2011, 10:00 a.m. to 11:00 a.m.
Rm, N-5, As Terlaje Campus

Minutes of
Regular Meeting

I. CALL TO ORDER
Quorum established at 10:09AM

- Moved by John Griffin and seconded by John Cook to adopt the agenda.
- All in favor to adopt the agenda

II. ROLL CALL/ATTENDANCE

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES
A. May 27, 2011 Regular Meeting Minutes

- Moved by John Griffin and seconded by John Cook to adopt the May 27, 2011 Minutes
- All in favor to adopt the minutes.

V. OLD BUSINESS
A. Linking Program Review to FY 2012 Budgeting and Resource Allocation

- Form 3 Procedures
- Galvin stated that there should be a Faculty Representative from Academic Council.
- Galvin stated that there have been requests from programs to extend the Form 3 deadline to next Monday (06/06).
- John Griffin moved and Bobbi seconded to move the deadline to Monday, June 6, 2011.
• Galvin stated that if no reports are turned in before June 8 then PROAC members would only have 5 days to review all Form 3 submissions.
• Roger asked how many programs asked for an extension?
• Galvin answered that about half of all programs asked for an extension.
• Eight were in favor to extend the deadline
• Three dismissed to extend the deadline
• **Motioned by John Griffin and seconded by Bobbi add incentives to programs who submitted Form 3’s on time.**
• Leo asked if programs could rework on their Form 3 if they submitted their Form 3 early.
• Galvin answered yes.
• Seven voted yes; four voted no.

B. Cycle 4 of Program Review
• Compliance Matrix—Update
• Form 2 Committee—Update
• Amanda stated that we looked at previous submissions of Form II that seemed good.
• Amanda stated that student achievement data would be required for all Form II’s.
• Randall stated that we made an Instructional Guide to assist programs in Form II’s.
• Randall stated that data will be provided by the Office of Institutional Effectiveness.
• Lisa stated that the two sections OIE will provide data but not all of it because programs do have their own data.
• Leo stated that he would like to see as much as possible a summary or report on Academic Advising for documented evidence.
• John Griffin stated that this document needs to be user friendly.
• Galvin asked members to approve the content criteria of Form 2.
• Moved James and seconded by John Cook to adopt the content of the Form II.
• seven voted yes; two voted no; two abstained
• John Griffin moved and seconded by James to have the report in portrait.
• Seven voted yes; one voted no; three abstained.

VI. NEW BUSINESS

VII. OTHER MATTERS
• Roger asked Galvin to spam the campus to announce the extension of Form 3s.
• Galvin agreed.

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

IX. ADJOURNMENT
• Adjourned at 10:57AM
PROAC

Regular Meeting/Work Session

Date: 06/03/11     Day: Friday     Time: 10:00AM to 11:00AM
Place: N-5

ATTENDANCE SHEET

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGN/INITIAL</th>
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<tbody>
<tr>
<td>1. Galvin Guerrero</td>
<td>Director of Institutional Effectiveness (PROAC Chair)</td>
<td>PRESENT</td>
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<tr>
<td>2. Antonio Tiples</td>
<td>Student (Appointed by ASNMC)/ASNMC Vice President</td>
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<td>3. Lorraine Cabrera</td>
<td>Interim NMC President</td>
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<td>4. Barbara Merfalen</td>
<td>Dean of Academic Programs and Services</td>
<td>PRESENT</td>
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<td>5. Leo Pangelinan</td>
<td>Dean, Student Services</td>
<td>PRESENT</td>
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<tr>
<td>6. Dave Attao (Floyd Masga served as a proxy)</td>
<td>Acting Dean, Community Programs and Services</td>
<td>PRESENT</td>
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<tr>
<td>7. Roger Madriaga</td>
<td>Chief Financial and Administrative Officer</td>
<td>PRESENT</td>
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<tr>
<td>8. Jennifer Barcinas/ Martin Mendiola</td>
<td>Staff Representative, Rota Instructional Site</td>
<td>PRESENT</td>
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<td>9. Maria Aguon/ Rose Lazarro</td>
<td>Staff Representative, Tinian Instructional Site</td>
<td>PRESENT</td>
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<td>10. John Jenkins (Roy Greenland served as a proxy)</td>
<td>Faculty Representative, School of Education</td>
<td>PRESENT</td>
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<td>11. John Cook</td>
<td>Vice President of the Faculty Senate</td>
<td>PRESENT</td>
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<td>12. Dr. John Griffin</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
<td>PRESENT</td>
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<td>13. Amanda Allen</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
<td>PRESENT</td>
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<tr>
<td>14. Matt Pastula</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
<td>PRESENT</td>
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<tr>
<td>15. James Kline</td>
<td>Faculty Representative, Academic Council</td>
<td>PRESENT</td>
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<td>16. Floyd Masga</td>
<td>Vice President of the Staff Senate</td>
<td>PRESENT</td>
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OTHERS PRESENT

<p>| Keane Palacios | PM, OIE | PRESENT |</p>
<table>
<thead>
<tr>
<th>Ray Muna</th>
<th>OIE/PC</th>
<th>PRESENT</th>
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<tr>
<td>Lisa Hacskaylo</td>
<td>OIE/IR</td>
<td>PRESENT</td>
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