



PROAC

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

Friday, February 4, 2011, 10:00 a. m. to 11:00 a. m.
Rm, N-5, As Terlaje Campus

Minutes of Regular Meeting

- I. CALL TO ORDER
Called to order at 10:10AM
- II. ROLL CALL/ATTENDANCE
Quorum established. Attendance sheet attached.
- III. ADMINISTRATIVE MATTERS
- IV. ADOPTION OF MINUTES
 - A. December 7, 2010 Regular Meeting Minutes
 - a. **Motion by Dr. John Griffin and seconded by Dr. Joe Peters**
 - B. December 14, 2010 Regular Meeting Minutes
 - a. **Motion by Dr. John Griffin and seconded by Dr. Joe Peters**
 - C. January 28, 2011 Regular Meeting Minutes
 - a. **Motion by Dr. John Griffin and seconded by Dr. Joe Peters**
- V. OLD BUSINESS
 - A. Cycle 3 of Program Review
 - Records of Dialogue
 - OIE will provide updates on deadlines for Records of Dialogue
 - Leo: weekly updates and submission rates to be sent out to the campus
 - Cynthia DLG: requested for a PROAC calendar
 - B. Cycle 4 of Program Review
 - Recommendations from 2010 Composite Report

- Galvin stated that Recommendation 7 is worked by OIE
- Galvin stated Recommendation 8 is recommendation to the program.
- Recommendation: Improve PROAC's communication with the campus
 - Cynthia DLG: requested for a PROAC calendar
 - Re-label Means of Assessment to include "Column 3"
- Recommendation 10: Dialogue with authors when reviewing program review documents
 - Review the Form 1s: start reviewing it now and for following submissions or to wait until the end of the cycle
 - Galvin prefers a weekly update to remind everyone on what outcomes are due.
 - **Dr. John Griffin moved to have weekly reviews of Form 1 and seconded by James Kline**
 - **Motion carries**
- Merging Operation and Maintenance: Administrative Services—John Guerrero
 - John stated the two offices have one budget and perform similar functions so he recommended that the two offices be combined in the taxonomy
 - Galvin asked who the Expenditure Authority is for both.
 - John answered that he is the Expenditure Authority for both.
 - Leo asked if the goals and objectives are the same for both Operations and Maintenance.
 - John answered that they have the same goals and objectives.
 - **Dr. John Griffin motioned to combine the two, seconded by John Jenkins**

- **Motion carries**

- Moving ELI to Group A: Academic Programs
 - Galvin asked Jim if ELI should be moved to Group A.
 - Jim sees no problem with the move.
 - **Motioned by Dr. Griffin and seconded by Randall to have ELI move to Group A**
- Have Math and ABE send proxies to the next meeting if Director/Chair is not able to attend

C. Linking Program Review to FY 2012 Budgeting and Resource Allocation (Refer to National Association of College and University Business Officers (NACUBO) article, “Keeping Programs and Resources in Sync” by Victoria F. Payseur)

- i. Tabled to the next meeting

VI. OTHER MATTERS

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

VIII. ADJOURNMENT

The meeting was adjourned at 11:00AM

PROAC

Regular Meeting/Work Session

Date: 02/04/11

Day: Friday

Time: 10:00AM to 11:00AM

Place: N5

ATTENDANCE SHEET

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	Antonio Tiples	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	Lorraine Cabrera	Interim NMC President	
4.	Barbara Merfalen (<i>Joe Peters served as a proxy</i>)	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao	Acting Dean, Community Programs and Services	
7.	Dawn Chrystal Revilla	Acting, Chief Financial and Administrative Officer	PRESENT
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	
10.	John Jenkins	Faculty Representative, School of Education	PRESENT
11.	Dr. John Griffin	Vice President of the Faculty Senate	PRESENT
12.		Faculty Member (Appointed by Faculty Senate)	
13.	Dr. Eric Belky	Faculty Member (Appointed by Faculty Senate)	
14.	Matt Pastula	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	James Kline	Faculty Representative, Academic Council	PRESENT
16.	Randall Nelson	President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Keane Palacios	Program Coordinator, OIE	PRESENT
	Ray Mafnas Muna	Program Coordinator, OIE	PRESENT
	Lisa Hacskaylo	Institutional Researcher, OIE	PRESENT

	Skep Palacios	Office of the President	PRESENT
	Amanda Allen	IT Dept.	PRESENT
	Cyndi DLG.	OAR	PRESENT