Minutes of Regular Meeting

I. CALL TO ORDER
   • Called to order at 8:15AM

II. ROLL CALL/ATTENDANCE

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES
   A. August 26, 2011 Meeting Minutes
      • Moved and seconded by Bobbi and Amanda.
      • Motion carries as amended.

V. OLD BUSINESS
   A. Cycle A of Program Review
      1. Galvin made all members of PROAC review the Form II rubric.
      2. Galvin looked at the WASC guide on program review documents.
      He pulled all that together and tried to make it simple and easy to do.
      3. PROAC has agreed to have the lowest score to be a 1 and highest score a 6.
      4. Galvin stated that this rubric will be both formative and summative.
      5. Dave and Galvin will assist each other on ELI, NDU and NRM.
      6. Amanda will assist Ms. Bobbi.
      7. Score range will be added in parenthesis, this is a formative and summative assessment tool,
      8. John Cook and Floyd moved and seconded to adopt the rubric
9. **Motion carries as amended**
10. Leo stated that it is reasonable to include needs expectations.
11. Lisa stated that it is either a Form II meets an expectation or does not.
12. Galvin recommended to have each appendix represent a point with a total of three points possible.
13. Galvin stated that Section 7 will be added and will only be one point per attachment.
14. Galvin stated that Form II’s will be submitted at the end of this month. Composite Report is due at November 15, 2011.
15. Galvin stated that for this Composite Report, we must prioritized recommendations.
16. Galvin stated that the rubric will be very helpful and improve the dialogue.
17. Galvin asked that we can still extend the Form II deadline to an additional week. This is to give extra time for programs
18. **Moved and seconded by Leo and Floyd to extend the Form II deadline to October 7, 2011.**
19. **Motion carries.**
20. **Moved and seconded by Floyd and John Cook to exclude General Education from submitting a Form II.**
21. 7 yes
22. 1 no

B. **Compliance Matrix**
1. Keane gave a brief discussion of the Compliance Matrix.
2. Galvin appealed to division heads to hold their employees accountable in not submitting program review documents.
3. Leo stated that ASNMC will not be able to submit a Form II.
4. Galvin stated that he does not know how to proceed in having governance bodies do their Form I.
5. Galvin asked how do we want to proceed with governance bodies?
6. Roy stated for us to be effective we need to go back to each program’s mission statement and set up a way to measure their mission.

7. Galvin referred to the Nichols and Nichols 5 Column Model to Roy’s statement.

8. Galvin recommended that we remove governance bodies and add them for the next cycle.

9. Leo recommended that all governance bodies report to College Council.

10. **Moved and seconded by Bobbi and Floyd to remove the governance bodies of the Compliance Matrix including ASNMC, discuss further, and invite the chairs of each governance bodies to PROAC.**

11. **Motion carries.**

12. Leo recommended in adding ASNMC

VI. **NEW BUSINESS**

A. Proposed BOR Policies

VII. **OTHER MATTERS**

VIII. **ADJOURNMENT**

- Adjourned at 10:05AM

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**PROAC**

*Regular Meeting/Work Session*
### ATTENDANCE SHEET

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<tbody>
<tr>
<td>1</td>
<td>Galvin Guerrero</td>
<td>Director of Institutional Effectiveness (PROAC Chair)</td>
<td>PRESENT</td>
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<tr>
<td>2</td>
<td>Antonio Tiples</td>
<td>Student (Appointed by ASNMC)/ASNMC Vice President</td>
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<td>3</td>
<td>Dr. Sharon Hart</td>
<td>NMC President</td>
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<td>4</td>
<td>Barbara Merfalen</td>
<td>Dean of Academic Programs and Services</td>
<td>PRESENT</td>
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<td>5</td>
<td>Leo Pangelinan</td>
<td>Dean, Student Services</td>
<td>PRESENT</td>
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<tr>
<td>6</td>
<td>Dave Attao</td>
<td>Acting Dean, Community Programs and Services</td>
<td>PRESENT</td>
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<td>7</td>
<td>Roger Madriaga</td>
<td>Chief Financial and Administrative Officer</td>
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<td>8</td>
<td>Jennifer Barcinas/ Martin Mendiola</td>
<td>Staff Representative, Rota Instructional Site</td>
<td>PRESENT</td>
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<td>9</td>
<td>Maria Aguon/ Joan Flores</td>
<td>Staff Representative, Tinian Instructional Site</td>
<td>PRESENT</td>
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<td>10</td>
<td>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</td>
<td>John Cook</td>
<td>Vice President of the Faculty Senate</td>
<td>PRESENT</td>
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<td>12</td>
<td>Amanda Allen</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>13</td>
<td>Dr. John Griffin</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>14</td>
<td>Matt Pastula</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>15</td>
<td>James Kline</td>
<td>Faculty Representative, Academic Council</td>
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<td>16</td>
<td>Floyd Masga</td>
<td>Vice President of the Staff Senate</td>
<td>PRESENT</td>
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**OTHERS PRESENT**

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<tr>
<td></td>
<td>Velma Deleon Guerrero</td>
<td>Liberal Arts Coordinator</td>
<td>PRESENT</td>
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<td></td>
<td>Lisa Hacskaylo</td>
<td>Institutional Researcher, OIE</td>
<td>PRESENT</td>
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<td></td>
<td>Ray Mafnas Muna</td>
<td>OIE/PC</td>
<td>PRESENT</td>
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