PROAC

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

Wednesday, July 28, 2010, 8:30 a.m. to 10:00 a.m.
Room: N-5, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER
This meeting was called to quorum at approximately 8:35 AM by Galvin Guerrero. Program Managers, Perry Inos and Keane Palacios, served as recorders.

II. ROLL CALL/ATTENDANCE
Quorum was established. Please refer to the attached attendance sheet.

III. ADMINISTRATIVE MATTERS
i. Galvin stated that New Business Item B will be moved up to come after the adoption of minutes
ii. Galvin stated that Randall Nelson is representing Marian Tudela.
iii. Galvin stated that PROAC feedback will be added as Item C in New Business.

IV. ADOPTION OF MINUTES
A. June 2, 2010 Regular Meeting Minutes
   i. Moved by Randall and seconded by Jim Kline
   ii. Motion carries
   iv. Revise Randal PROAC Title to Vice-President
B. Geri Willis- Learning Communities
   i. 9:00AM-3:30PM Student Orientation
      1. Located Library
   ii. 5:00PM-8:00PM Student Orientation (International Students)
      1. Located in Library
2. Interpreters will be present

iii. Learning Community Program Action Plan
   1. High Impact Educational Practices
   2. NMC’s Rational for Team Members
      a. Stated that main criteria: commitment, willingness
to venture into new territory participation as a team
member through December 2012
      b. Members are: Geri Willis, Lorraine Cabrera,
Zenaida Javier, Lisa Hacskaylo, Larry Lee, and
Tom Colton
      c. Action Plan:
         i. Accomplished in 4 days with above
            members.
      d. Comments
         a. Stated that they were positive.

V. OLD BUSINESS
   A. Cycle 2 of Program Review—Records of Dialogue update
      i. Perry Stated that 78% have submitted.
      ii. Galvin said to lift themes and analysis of Records of Dialogue and
          present it on next PROAC Meeting
   B. Cycle 3 of Program Review—update
      i. Galvin stated that columns 4 & 5 have been slow in submission
         1. Deadline May 22, 2010
         2. Galvin asked how we can improve submission rates:
            a. Randal stated that we should ask Departments how
               they are data collected.
               i. Which departments are collecting data
               ii. Which departments are not collecting
            b. Bobbi M. stated that reporting data is part of
documentation.
         3. OIE Delta Force will go in and investigate data collection
         4. Alfred De Torres stated that we need to provide a program
review/assessment checklist as a reference for programs
5. Galvin stated that programs data is organic to its own program

6. Randal stated that developing a checklist of data needed to be collected and compilation schedules will be a good idea.

7. Galvin stated that Core Indicators of Effectiveness is the checklist for academic and non academic programs

8. Cyndi stated that at this stage of assessment process you would not want to revamp and redo the programs’ assessment.
   a. Instead look at what’s missing and look back at where they stopped and pick up from there.

9. Form 2
   a. Galvin stated that Form 2 submissions will remain the same format as agreed upon by PROAC Members.
   b. Galvin stated that we would need to extend the submission of Form 2.
      i. Galvin stated to extend deadline to September 10, 2010 is deadline for Form 2 Submission
      ii. Randal moves to extend deadline from August 13 to September 10, 2010 and seconded by Bobbi M. for Form 2 Submission.
   c. Randal asked how is staggering going to help program
      i. Galvin stated that staggering will be best for Form 2 but Form 1 will be annually.
      ii. Randal added that to stagger Form 1 is best because certain programs have different cycles.
      iii. Cyndi stated that some concerns with the programs about staggering schedules will
take more years to complete 2—3 SLO/AUO’s a cycle.

iv. Staggering Form 1 will be discussed after Cycle 3
d. Training for Form 2
   i. Galvin stated that Form 2 template will be distributed to PROAC Members for insights.

C. Gen Ed Outcomes
   i. Galvin stated that PROAC did not communicate exclusively of what work the Gen Ed has done.
   ii. Bobbi M recommends that PROAC Chair and Dean of APS to write memo and meet with Gen Ed Committee to what has been done with outcomes, form 1, and form 2.

VI. NEW BUSINESS
   A. PROAC prioritizing FY2011 Budgets – Tabled
   B. Item VI.b moved up to Item IV.B

VII. OTHER MATTERS
   A. Accreditation Update
      i. Bobbi stated that PDD should focus on accreditation standards.
      ii. Randal asked what management team is doing about accreditation.
         1. Galvin stated that participation is being encouraged by interim-president
      iii. WASC are generally wanting us to succeed and all is not lost
      iv. Galvin stated that draft of Action Plan will be debuted at the assembly.
      v. Also, show cause report and action plan and give NMC community two weeks to review reports.
      vi. Bobbi M. will facilitate Core indicator 6 next PROAC Meeting

VIII. ADJOURNMENT
   • The meeting was adjourned at 9:38AM
PROAC

Regular Meeting/Work Session

Date: 07/28/10  Day: Wednesday  Time: 8:30AM to 10:00AM
Place: BOR Room

SIGN-IN 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. Daniel Kintol</td>
<td>Student (Appointed by ASNMC)/ASNMC Vice President</td>
<td>Stacey Demapan PRESENT</td>
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<tr>
<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>Daisy Propst PRESENT</td>
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<td>6. Felicitas Abraham</td>
<td>Dean, Community Programs and Services</td>
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<tr>
<td>7. Henry Hofschneider</td>
<td>Chief Financial and Administrative Officer</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.</td>
<td>Faculty Representative, School of Education</td>
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<tr>
<td>11. Marian Tudela</td>
<td>Vice President of the Faculty Senate/Permanent Proxy</td>
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<td>12. Dr. Dean Papadopoulus</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>13. Dr. John Griffin</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>14. Eric Johnson</td>
<td>Faculty Member (Appointed by Faculty Senate)</td>
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<td>15. James Kline</td>
<td>Faculty Representative, Academic Council</td>
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<td>16. Randall Nelson</td>
<td>Vice President of the Staff Senate</td>
<td>PRESENT</td>
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OTHERS PRESENT

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
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<tbody>
<tr>
<td>Keane Palacios</td>
<td>Program Coordinator, OIE</td>
<td>PRESENT</td>
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<tr>
<td>Perry Inos</td>
<td>Program Coordinator, OIE</td>
<td>PRESENT</td>
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<tr>
<td>Lisa Hacskaylo</td>
<td>Institutional Researcher, OIE</td>
<td>PRESENT</td>
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<tr>
<td>Name</td>
<td>Department</td>
<td>Status</td>
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<tr>
<td>Cyndi DLG</td>
<td>OAR</td>
<td>PRESENT</td>
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<tr>
<td>Geri Willis</td>
<td>LC, SE, FYE</td>
<td>PRESENT</td>
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<tr>
<td>Amanda Allen</td>
<td>DLC- IT</td>
<td>PRESENT</td>
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<tr>
<td>Alfred B. De’ Torres</td>
<td>NRM Coordinator</td>
<td>PRESENT</td>
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<tr>
<td>DC Revilla</td>
<td>Budget Office</td>
<td>PRESENT</td>
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<tr>
<td>Dora Ada</td>
<td>OIE</td>
<td>PRESENT</td>
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