



PROAC

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

Wednesday, January 27, 2010, 8:30 a. m. to 10:00 a. m.
Rm, N-5, As Terlaje Campus

MINUTES **Regular Meeting**

I. CALL TO ORDER

The meeting was called to order by Galvin Deleon Guerrero at 8:45AM

II. ROLL CALL/ATTENDANCE

Quorum was established. Please refer to the attendance sheet.

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES

A. January 15, 2010 Special Meeting Minutes

1. Moved by Tee and seconded by Barbara Merfarlen
2. Galvin believed that minutes should be readable and to refer to people's names.
3. Joyce is the President and not Vice President of Staff Senate. Her stated position in the attendance sheet should be President of Staff Senate.
4. Tee suggested that under the "Attendance" heading to have all voting and non-voting members included and have them labeled "present" or "absent."

5. All in favor to adopt 1/15/10 Minutes

B. January 20, 2010 Regular Meeting Minutes

1. Moved by Barbara and seconded by Tee
2. Barbara stated to have acronyms be spelled at least once.
3. Barbara suggested to "spell out" SENSE and SMART in pg.3
4. Galvin suggested also to "spell out" QTIP on pg. 3

5. Tee mentioned to be more specific on pg.3 item C. The funds are called ARRA funds and have it also “spelled out.”

6. All in favor to adopt 1/20/10 Minutes.

V. OLD BUSINESS

A. Book Discussion: Core Indicators of Effectiveness for Community Colleges, 3rd Edition by Alfred, Shults, and Seybert (to be facilitated by Leo Pangelinan and Marian Tudela)

1. Leo asked to table it to the end of this working session or next week because of Marian’s absence.

2. Galvin agreed to Leo’s request.

B. ACCJC Retreat on Student Learning and Assessment, Level II: January 28—30, 2010, Honolulu, Hawaii—update

1. Galvin updated PROAC that we will not participate in this retreat because there are matters that need to be dealt with.

i. In addition to that it was all last minute and cost a lot of money.

ii. We did not have time to prepare a report for this retreat and we are not going to perform well in this retreat with the little time we have.

2. Galvin stated that OIE informed the commission about our decision and Barbara Wright was concerned and reminded OIE that NMC needs to sustain its efforts in accreditation.

3. Barbara asked what is the negative effect of us not participating in this retreat?

4. Galvin reiterated his last statement.

5. Galvin stated that this Level II Retreat is voluntary.

6. Barbara stated that since we got out of SHOW_CAUSE then we should share our status with WASC. It will probably shed some light to WASC.

7. Galvin recommended that we bring more people in for the Level I and Level II Retreat because a lot of the previous people are not with NMC.

8. Tee strongly supported Galvin's request.

C. Records of Dialogue for Cycle 2 of Program Review—update

1. Perry stated that the Records of Dialogue is important to the College.
 - i. We have a few members who left the college and the few who are here should be team leaders.
 - ii. We should get this done ASAP because there has not been anything done so far.
2. Galvin assigned Barbara to Group C .
3. Galvin assigned Dr. Moran to Group D.
4. Galvin assigned Dr. Kline to Group A & B.
5. Galvin stated that the Records of Dialogue evaluates each program's progress in each cycle and the process of each cycle of program review.
6. Galvin stated that we should give ourselves two weeks to compile all the updates from team leaders (2/10/10).

D. SENSE Workshop: April 11—13, 2010

1. Galvin stated that NMC will participate in this.
2. Galvin suggested again that the Interim President, Leo, Galvin, Dean, and Dr. Moran will be attending this retreat.

E. Cycle 3 Program Review

- a. Program Outcomes Review
 1. Galvin stated that we are going to evaluate each set of outcomes.
 2. Galvin gave a deadline that the evaluation of column 3 of program review submissions will be due on 2/24/10.
- b. Criteria for Assessing Outcomes (Column 3 in the Nichols and Nichols model)
 1. Galvin assigned Ray to follow up with the outcomes on Column III.

F. Additional Personnel Requests for FY 2011

1. Tee asked if these requests are lifted from program review.
2. Galvin answered yes it is taken from program review.

3. PROAC is debating whether it is us or the Budget and Finance Committee (BAFC) who will put the Additional Personnel Requests to action.
4. Galvin stated that PROAC is pretty much doing BAFC's work.
5. Galvin stated that PROAC is giving the ranked list and BAFC will make the decision to fund which positions.
6. Galvin gave the floor to the representatives of each programs.
7. Barbara stated that the Administrative Manager for School of Education (SOE) is needed because they need assistance to enhance and modify their degree programs.
 - i. The Senior Commission has responded and agreed to SOE's modification of their degree programs.
 - ii. SOE only has one Administrative Manager to assist students and instructors.
 - iii. It will be great to accommodate the increased enrollment and new emphasis of degrees with a new Administrative Manager.
8. Leo stated that they need an Administrative Manager because CPS is continues to grow.
 - i. They serve high school students and students with disabilities.
 - ii. They will be helping OIE in tracking students. They need someone to setup appointments. They did not have an Administrative Manager for the last 2 ½ years.
 - iii. CPS and Tee, Dean of COMPASS share one Administrative Manager.
 - iv. This position is linked to the #1 of the Institutional Priorities.
9. Leo stated that CRC is requesting an aide.
 - i. They need someone trained to perform the work of an academic librarian.

- ii. According to the librarian, this aide is critical to the library.

10. Leo stated that the International Student Coordinator is needed because we do not have a coordinator.

- i. We deal with numerous agencies in regards to enrolling foreign students.
- ii. There are many requirements from different agencies; one person should be tasked to perform this job.

11. Galvin stated we will continue discussion on personnel requests in our next PROAC Meeting.

VI. NEW BUSINESS

No discussion

VII. OTHER MATTERS

No discussion

VIII. ADJOURNMENT

- The meeting was adjourned at 10:00AM by Galvin Deleon Guerrero

PROAC

Regular Meeting/Work Session

Date: 01/27/10

Day: Wednesday

Time: 8:30AM to 10:00AM

Place: N5

ATTENDANCE SHEET

Voting Members

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	Present
2.	Daniel Kintol	Student (Appointed by ASNMC)/ASNMC Vice President	Present
3.	Lorraine Cabrera	Interim NMC President	Not Present
4.	Dr. Patrick Moran	Acting, Dean of Academic Programs and Services	Present
5.	Leo Pangelinan	Dean, Student Services	Present
6.	Felicitas Abraham	Dean, Community Programs and Services	Present
7.	Henry Hofschneider	Chief Financial and Administrative Officer	Not Present
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	Not Present/VTC used at another session
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	Not Present/ VTC used at another session
10.	Barbara Merfalen	Faculty Representative, School of Education	Present
11.	Marian Tudela	Vice President of the Faculty Senate/ <i>Permanent Proxy</i>	Assigned a proxy/ Joan Dubrall
12.	Dean Papadopoulus	Faculty Member (Appointed by Faculty Senate)	Not Present
13.	Frank Sobolewski	Faculty Member (Appointed by Faculty Senate)	Not Present
14.	Eric Johnson	Faculty Member (Appointed by Faculty Senate)	Not Present
15.	James Kline	Faculty Representative, Academic Council	Present
16.	Joyce Taro	President of the Staff Senate	Present
Non Voting Members			
17.	Keane Palacios	Program Coordinator, OIE	Present
18.	Ray Mafnas Muna	Program Coordinator, OIE	Present

19.	Perry Inos	Program Manager, OIE	Present
20.	Frankie Eliptico	Director, OIA	Present
21.	Lisa Hacskaylo	Institutional Researcher, OIE	Present
22.	Michael Ogo	CREES	Present