



## PROAC

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

Friday, January 28, 2011, 1:00 p. m. to 2:30 p. m.  
Rm, N-5, As Terlaje Campus

#### **Agenda Regular Meeting**

- I. CALL TO ORDER  
Meeting was called to order at 1:08PM
- II. ROLL CALL/ATTENDANCE  
Quorum established at 1:08PM. Please see attached attendance sheet.
- III. ADMINISTRATIVE MATTERS
  - A. Meeting Schedule for Spring 2011
    - i. All agreed to meet at 10:00AM to 11:00AM every Friday**
- IV. ADOPTION OF MINUTES
  - A. December 7, 2010 Regular Meeting Minutes
    - i. Tabled**
  - B. December 14, 2010 Regular Meeting Minutes
    - i. Tabled**
- V. OLD BUSINESS
  - A. Cycle 3 of Program Review
    - i. Records of Dialogue- program's reflection of the previous program review cycle- impact and recommendations
      - a. 1<sup>st</sup> option: just require Records of Dialogue to be submitted to PROAC
      - b. 2<sup>nd</sup> option: PROAC members meet with programs and have a dialogue and record and present findings to PROAC
      - c. Randall: combine the 1<sup>st</sup> and 2<sup>nd</sup> option

- d. Leo: Take discussions online: postings
- e. Motion to conduct Records of Dialogue as a hybrid approach: programs would have to submit in each quarter and if programs need assistance they can contact PROAC and these documents will be made available online.

**i. Motioned by Randall and seconded by Bobbi**

**ii. Motion passed**

ii. Recommendations for Cycle 4

a. Recommendation 1

- i. Meeting with departments
- ii. Galvin stated that OIE can provide these type of trainings
- iii. Galvin stated that OIE will provide assistance for programs that need help.
- iv. Galvin stated that OIE will provide the training
- v. Bobbi recommended that we provide samples.

b. Recommendation 2

- i. Bobbi stated that we need to get this manual and provide it to the people and believes that PROAC should take on this responsibility.

c. Recommendation 3

- i. DC will work with HRO
- ii. Galvin stated that HRO must have a check list.

d. Recommendation 4: Proposed Program Review Schedule

**i. Motion made by Randall and seconded my**

**John J.**

**ii. Motion passed**

- iii. The rest of recommendations tabled to the next meeting

VI. NEW BUSINESS

A. Cycle 4 of Program Review

- i. Training
- ii. Form 1

- a. John Guerrero will be invited to PROAC's next meeting to explain his desire to combine Operations and Maintenance
  - b. Galvin suggested moving ELI, Math NDU, and ABE to Group A/B because they are instructional in nature. PROAC will meet with Department Chairs.
  - c. **Discussion is tabled for the next meeting**
- iii. Form 2
- a. Galvin stated that we will be restructuring Form II's and is seeking for a sub-committee as volunteers.
  - b. Review team: Amanda, Randall, Joe, and John J.

B. 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)

- a. 1<sup>st</sup> option: give programs a budget and let them decide
- b. 2<sup>nd</sup> option: PROAC will decide

VII. OTHER MATTERS

None

VIII. ADJOURNMENT

Meeting adjourned at 2:10PM

**PROAC**

**Regular Meeting/Work Session**

**Date: 01/28/11**

**Day: Friday      Time: 1:00PM to 2:30AM**

**Place: BOR Room**

**SIGN-IN SHEET**

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

	Lisa Hacskeylo	Institutional Researcher, OIE	PRESENT
	Joe Peters	Director, SOE	PRESENT
	Raymond Muna	Program Coordinator, OIE	PRESENT
	Rosa Tudela	Chair, Nursing	PRESENT
	John Cook	Archives	PRESENT