Minutes of PROAC Meeting
January 22, 2020
12:00-1:00PM Board of Regents Conference Room

Three handouts for the meeting: Agenda 1/22/2020, Minutes 12/4/19, PROAC Membership 2019-2020 List

Members Present ([Sign-in Sheet](#)): Lisa Hacskaylo, Diana Hocog (via Zoom), Jesusa Atalig (via Zoom), Roland Merar, Lorna Liban, Michael Nurmi, Adam Walsh, Simon Necesito, Wil Maui, Adrian Atalig, Geri Rodgers, Tayna Belyeu-Camacho, Shelly Tudela, Yunzi Zhang, Jesse Pangelinan

Members Absent: Dean Char Cepeda, Alexis Cabrera, Shanthia Espinosa

The following items were discussed:
1. Meeting was called to order at ~12:09PM by Lisa.
2. The table below summarizes actions taken during the meeting.

Actions Taken
Accept the agenda ● Motion made by Diana ● Seconded by Jesse ● Motion carried
Discuss the agenda ● There were no additions or changes to the agenda.
Adopt the agenda ● Motion made by Jesse ● Seconded by Jesse ● Motion carried
Accept the Minutes Dec 4, 2019 ● Motion made by Roland ● Seconded by Tayna ● Motion carried
Discuss the Minutes Dec 4, 2019 　　● Roland had a question about item #8:"There was a lively discussion between VP Cyndi, Dean Char, Wil, Lisa, Adrian about how far to go back for the Forms 1. It was decided to look for the email when there was a call made for Forms 1. This determines how far to go back."

• Roland shared he thought the committee had agreed to start with AY 2017-2018. He also stated there was no Composite Report found from 2016.
• He asked for an update about the email to see about a call for Form 1s. Lisa responded that she researched and there was no call for 2017-2018, but there was a call made by Dean Char to Academic Programs for AY 2019-2020. It is clear that there was no call for 2017-2018.
• The committee agreed to add the statement, "There was a general agreement that PROAC should not go back to documents prior to 2017-2018" to item #8.

<u>Adopt the Minutes from December 4, 2019 with amendment to include statement in item #8,</u> "There was a general agreement that PROAC should not go back to documents prior to 2017-2018." • Motion made by Adam • Seconded by Tayna • Motion carried

<u>PROAC Membership 2019-2020.</u> • Discussion was initiated with a question posed by Mike about the title of faculty representative. So that it is accurate, members decided on the following: Original title: "Faculty Representative, Faculty Senate." New title, "Faculty Representative, **Appointed by** Faculty Senate." This change in title would only be for Adam Walsh, Lorna Liban, and Michael Nurmi. • Motion to accept the changes was made by Tayna. • Seconded by Diana. • Motion carried. • Motion to approve/adopt the PROAC membership list with the changes was made by Shelly. • Seconded by Yunzi. • Motion carried with unanimous vote.

3. Call for PROAC Form 1 2019-2020 was made by Dean Char via email on Dec 5. Programs can upload the Form 1 in the respective folder, which is housed in the PROAC 2019-2020 folder on the Google drive. There was discussion led by a question from Yunzi about storage/availability on the drive. There is a need to archive "old" PROAC items to OIE network folders to free up space in the drive. More information to follow at a later date.

4. There was an announcement by Geri that there will be a repeat of [December Form 1 Training](#) on Wednesday, February 5, 2020, College Hour (12:00-1:00PM), BOR Conference Room for individuals who were not able to attend in December (Geri to send calendar event for this and other PROAC meetings). On a side note, meeting minutes will be uploaded to the PROAC 2019-2020 folder within 1 week of standing meeting so members may review it and provide feedback. Geri will provide a template or form for feedback.

5. Lisa announced the tabling of some New Business items since Dean Char is absent:
   - Review of action plans from the Institutional Report and feedback from college community
   - Spring 2020: Provide feedback to academic programs on 2019-2020 Form 1s submitted
   - Assessment and program review handbook
     (Geri to provide examples to PROAC 2019-2020 folder.)
   - Prepare for Program Review AY 2020-2021
6. Lisa shared that there will be additional support/training for PROAC members.
   - There is a Google Form in the PROAC folder "SHARED Spring 2020 Availability Form." Members are encouraged to complete it.
   - Simon asked for guidance as to how to conduct reviews with other programs; need to know where to start like a roadmap.
   - In the past PROAC members worked in pairs to review and give feedback.
   - Tayna added that last year the rubric was not given in advance, which made the process challenging.
   - Wil also expressed a need for an overview to give a clear picture of program review.
   - Lorna asked when partners would be determined/decided with a suggestion to place people in areas of expertise, such as her placement with SMHTA. Lisa will look into the timeline and said it may be around mid to late February.
   - Adrian referred to a flowchart of work accomplished to help members (Geri to create shared document with Adrian's suggestions for group input).
7. Geri gave an update about Taskstream AMS. There will be a kick-off call at the end of January for the leadership team. There will be 3 programs piloted this spring.
8. There was a reminder of the following:
   a. Standing meetings are the second and the fourth Wednesday of each month during College Hour, 12:00-1:00PM, with the location at the BOR Conference (unless announced otherwise). Geri will send calendar invitations.
   b. Repeat of December Form 1 Training: Wednesday, Feb 5, 2020, College Hour (12:00-1:00PM), BOR Conference Room
   c. Next meeting: Wednesday, Feb 12, 2020 at 12:00PM
9. Motion to adjourn was made by Lorna and seconded by Tayna. Motion carried.
   Meeting ended at ~1:00PM