

Program Review and Outcomes Assessment Committee
May 20, 2020
Minutes of the Zoom Meeting



Handouts: See links below.

PROAC co-chairs and the following members were present via Zoom: Dean Char Cepeda, Lisa HacsKaylo, Dr. Yunzi Zhang, Roland Merar, Adrian Atalig, Wil Maui, Lorna Liban, Adam Walsh, Mike Nurmi, Jesse Pangelinan, Eloise Rose Enrico Lopez (proxy for Shanthia Espinosa), Sue Atalig, Diana Hocog, Alexis Cabrera, Simon Necesito, and Geri Rodgers.

Absent Members: Tayna Belyeu-Camacho, Shelly Tudela, Shanthia Espinosa

A. Meeting called to order at 1:05PM by Dean Char.

B. Dean Char introduced goals to guide the meeting with alignment to WSCUC Standards:

1. To distinguish between program assessment and program review. [Aligns with WSCUC Standard 4, CFR 4.5.](#)
2. To recommend a 3-year program review cycle. [Aligns with WSCUC Standard 4, CFR 4.1-4.5.](#)
3. To identify program assessment teams (selection of team members and programs/departments). [Aligns with WSCUC Standard 4, CFR 4.5.](#)

C. The table below summarizes actions concerning “**Old Business**” taken at the meeting:

<p>Accept the agenda 5/20/2020</p> <ul style="list-style-type: none">● Motion to accept agenda (with tabled items) by Roland● Seconded by Jesse● No discussion, members voted, motion carried and passed unanimously
<p>Adopt the agenda 5/20/2020</p> <ul style="list-style-type: none">● Motion to adopt agenda by Adam● Seconded by Yunzi● No discussion, members voted, motion carried and passed unanimously
<p>Accept the April 22 Meeting Minutes</p> <ul style="list-style-type: none">● Motion to accept the minutes by Diana● Seconded by Lorna● No discussion, members voted, motion carried and passed unanimously
<p>Adopt the minutes 4/22/2020</p> <ul style="list-style-type: none">● Motion to adopt the minutes by Adam● Seconded by Sue● No discussion, members voted, motion carried and passed unanimously
<p>Discussion of Program Assessment and Program Review and 3 year Cycle--There were questions</p>

raised about which programs are being assessed. Dean Char clarified that a call for only academic programs was done for AY 2019-2020, but that this would change for the next year. There was also a question about which programs would need to complete the Self-Study Report (now renamed the Program Review Report or PRR). Additionally, revision of the PRR, will be the work of PROAC, especially the non-academic version so that it aligns with administrative services. Current samples of the [Academic and Non-Academic PRR](#) are in the PROAC Folder. There was clarification by Lisa as to which form was given to BAFC for consideration. Lastly, there was a question about the rationale for the A, B, C grouping and how programs were assigned. Dean Char clarified that the programs that were the most ready or prepared to submit data for program assessment were placed in group A. Programs that needed more support were placed in groups B and C so that they could have additional cycles for assistance. More work on program placement will be done over the summer. She reminded the committee the expectation is for all areas to complete their PAF for the upcoming year. Lisa added that PAFS will be completed in AMS Taskstream. Diana shared her experience of starting PAF in AMS. After confirming there was no further discussion, Dean Char then asked the committee to officially recommend the *general* cycle (with greater details forthcoming after the cycle has been presented to LT and LSS).

- Motion to officially recommend the 3-year Cycle by Roland
- Seconded by Adam
- Members voted, motion carried and passed unanimously

Program Assessment Team Selection: 5 team leads (Dr. Yunzi Zhang, Lorna Liban, Mike Nurmi, Roland Merar, Wil Maui) selected [team members and programs to review](#) as shown below:

PROAC Review Teams (as of May 2020)		
Team Leader	Team Members	Program to be reviewed
Yunzi Zhang	Jesse Pangelinan Simon Necesito	BS Education English Language Institute (ELI) Adult Basic Education (ABE) Distance Learning Education
Lorna Liban	Sue Atalig Diana Hocog	Liberal Arts Developmental Math AS Natural Resources Mgt Rota Center
Mike Nurmi	Adam Walsh ASNMC President	AA Business AAS Business Administration AAS Hospitality Mgt BS Business Mgt
Roland Merar	Alexis Cabrera Adrian Atalig	AAS Criminal Justice AS Nursing Prior Learning Assessment
Wil Maui	Shelly Tudela Tayna-Belyeu-Camacho	ABE Workforce Adult Secondary School Learning and Student Success

Due to time constraints, the task for groups was tabled. The task was to break into separate Zoom sessions to discuss the [PAF](#), the [rubric](#), and to share questions, concerns, & recommendations. It was clarified that PAFs will be submitted by specific program/department leaders (selected by

Dean Char) to the PROAC folder by 5/22/2020. Program Review Teams will evaluate PAFs beginning August 2020.

Assessment of our PROAC Meetings: The Zoom chat was used for [GLOWS and GROWs](#) (effective practices, positive things, along with areas for improvement). Members commented on general satisfaction with the leadership and work of the committee and the unity shared.

Announcements: Standing dates for summer meetings: June 10 and 24, July 8 & 22 at 12PM via Zoom or on campus pending opening), First Fall Meeting: Aug 12.

D. There was no “new” business.

E. There was a motion to adjourn by Adam, which was seconded by Simon.

F. Dean Char adjourned the meeting at 2:23PM.