

Program Review and Outcomes Assessment Committee
August 26, 2020, 12:00PM
Minutes of Zoom Meeting



The following members were present:

Co-Chair Dean Char Cepeda, Co-Chair Lisa HacsKaylo, Tayna Belyeu-Camacho, Diana Hocog, Sue Atalig, Wil Maui, Lorna Liban, Jesse Pangelinan, Adam Walsh, Mike Nurmi, Jean Castro, and Geri Rodgers.

Absent Members:, Adrian Atalig, Shelly Tudela, Alexis Cabrera, Dr. Yunzi Zhang, Roland Merar, Shanthia Espinosa

Handouts: See links below

A. Meeting called to order by Lisa at 12:00PM.

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

Adopt 8/26/2020 Agenda

Time was given for discussion, but members did not have any questions, comments, or edits to the agenda.

- Motion to adopt by Diana
- Seconded by Adam
- Agenda adopted unanimously

Adopt Aug 12 Meeting Minutes

Time was given, but members did not have any questions or comments to contribute to the discussion prior to the motion to adopt the minutes.

- Motion to adopt by Tayna
- Seconded by Adam
- Minutes adopted unanimously

Discussion of *DRAFT PROAC Schedule of Calendar Events*

- Lisa presented the calendar.
- Dean Char sent an email to supervisors concerning the calendar. She shared that a transparent calendar serves as an open invitation to our campus community to attend any of the PROAC standing meetings.
- Adam asked about the process of drafting a PAF Manual & who was involved.
- Lisa responded that she & Geri are working on a draft using other institutions’ manuals as resources and will be shared with members for review and feedback in the next week or so.
- Tayna asked about PROAC meeting times. Since Lisa mentioned there is a meeting today for BAFC, will meeting times of PROAC be chosen so there is no conflict with BAFC?

- Lisa responded that PROAC is meeting during College Hour and that there would hopefully be more communication across bodies so that they don't conflict with each other.
- Dean Char clarified that BAFC is just 2 days of hearings and 2 days of deliberations, occurring this week and next week only.
- Dean Char discussed the goals of the 8-hour work day on Sept 25.
- Geri showed the [template](#) (with the rubric embedded) for each team's use. The template will be in the Sept 25 subfolder of the PROAC folder.
- Dean Char opened the floor for any discussion before the draft calendar was adopted & was open to adopting it at the next meeting if necessary. She explained that the reason for adopting it is to secure times and dates, a backwards planning of sorts, as we go into the future accreditation visit. Lisa stated that there is a parallel process of program review that will be fitted into meetings and needs to be finalized in the calendar. Dean Char also emphasized that we need to remain flexible with dates and meetings as we cannot predict what the future holds.
- Wil suggested that we adopt it now since we plan to be flexible.
- Tayna agreed with Wil's suggestion.
- Dean Char stated that a statement could be added to the calendar indicating flexibility with the dates (could be subject to change).
- Action: Draft calendar adopted:
 - Motion to adopt by Wil
 - Seconded by Tayna
 - Adopted unanimously with emphasis that dates are subject to change.

Finalized Review Teams: Dr. Yunzi & Roland were absent today due to other commitments. She selected a set of non-academic areas via email. Roland was assigned the last group of programs (there were only 2 groups remaining).

C. There was no "New Business."

D. The following announcements were shared:

- [New membership list 2020-2021](#) was presented with Jean Castro replacing Simon Necesito as a representative for the Staff Senate. Welcome Jean!
- September Meetings:
 - Standing: **September 9, 12:00PM**
 - Standing: September 23, 12:00PM
 - Special 8-Hour Working Session for PAF Review (Academic only):
September 25, 9AM-5PM
- Reminder to sign up for *PROAC Training for Review Methods in AMS* via the [link](#).
- *Dean Char showed appreciation for every member for committing to the work of program review, assessment and improvement.*

E. Motion to adjourn by Adam. Seconded by Diana. Motion carried unanimously with Lisa adjourning the meeting at 12:26PM.