

**Program Review and Outcomes Assessment Committee**  
**September 9, 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, Dr. Yunzi Zhang, Roland Merar, and Geri Rodgers.

Absent Members:, Adrian Atalig, Shelly Tudela, Alexis Cabrera, Shanthia Espinosa.

Handouts: See links below

A. Meeting called to order by Dean Char at 12:01PM. She also presented the goal for today.

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

***Adopt 9/9/2020 Agenda***

*Lisa asked to table New Business #1.*

- Motion to adopt by Adam with tabled item.
- Seconded by Diana
- Agenda with tabled item 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 Diana
- Seconded by Tayna
- Minutes adopted unanimously

C. The table below summarizes actions concerning "New Business" taken at the meeting:

**Review Team Practice:**

- The template PPT and pdf of the PAF were displayed for teams to use during the practice session in the break-out rooms. Teams were given directions for the task.
- Breakout rooms: Each member was assigned to a breakout room (according to teams) for evaluation of the [PAF](#) from Early Intervention using the [rubric](#).
- Geri visited each break-out room to provide guidance and answer questions.
- Breakout rooms were closed and members returned to the large group to share evaluation & rubric results. The meaning of the ESIP was clarified. It was also pointed out that the ESIP was missing from the sample PAF from today, so teams could not evaluate it. Scores were shared for the other 2 rubrics on outcomes and measures, along with clarification and discussion about effective measures.

D. The following announcements were shared:

- Standing meeting: September 23, 12:00PM
- Special 8-Hour Working Session for PAF Review (Academic areas only):  
September 25, 9AM-5PM
  - Each team's PAFS will be in the Sept 25 Sub-folder. If you need the PAFs printed, an email will be sent and each person can respond. Printed copies will be made available with a tentative pickup place at security with a time and date to be determined.
  - Dean Char reminded everyone of the process and procedures if teams want to meet in person on campus.
- Reminder to sign up for *PROAC Training for Review Methods in AMS* via the [link](#).

E. Motion to adjourn by Roland. Seconded by Lorna & Dr.Yunzi. Motion carried unanimously, with adjournment at 1:10PM.