



## PROAC

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

Wednesday, March 10, 2010, 8:30 a. m. to 10:00 a. m.  
N5, As Terlaje Campus

#### Minutes of Regular Meeting

##### I. CALL TO ORDER

This meeting was called to quorum at approximately 8:40AM by Galvin Deleon Guerrero. Program Coordinators Ray Muna and Keane Palacios served as recorders.

##### II. ROLL CALL/ATTENDANCE

Quorum was established. Please refer to the attached attendance sheet.

##### III. ADMINISTRATIVE MATTERS

##### IV. ADOPTION OF MINUTES

###### A. March 3, 2010 Regular Meeting Minutes

1. Motioned by Eric and seconded by Barbara.
2. Tee suggested to have assigned chapter in minutes in regards to the book review.
3. Galvin stated last week's book review was facilitated by Eric Johnson and discussed Core Indicator One.
4. All in favor to adopt the minutes.

##### V. OLD BUSINESS

###### A. Book Discussion: Core Indicators of Effectiveness for Community Colleges, 3<sup>rd</sup> Edition by Alfred, Shults, and Seybert (to be facilitated by Dr. Patrick Moran)

1. Tabled to next meeting because Dr. Moran is absent.

###### B. Cycle 2 of Program Review—Records of Dialogue update

1. Galvin stated that there is a Compliance Matrix available to make sure programs turn in their records on time.

2. Galvin suggested to remove committees that do not require to submit any record of dialogue.
3. Tee asked if there was any “Special Assistant to the Board.”
4. Barbara stated that it might be Helen Camacho.
5. Galvin stated that Column II is a little misleading because some programs listed only three outcomes instead of 10 to 15 outcomes.
6. Eric suggested updating the Compliance Matrix because he submitted his Column III ahead of time.

C. Cycle 3 of Program Review—update

1. Galvin stated that we set up all governance structures to assist NMC but we need to enforce those actions.
2. Tee suggested that we sanction programs that do not turn in their program review.
3. Barbara stated that PROAC have a checklist and have someone go around and ask if they turned in their program review
4. Galvin stated that we need complimentary, systematic and procedural approaches to back that up.
  - i. If programs do not submit their program review then it will go in their evaluation or they will be written up.
5. Randall stated we need to integrate assessment with planning.
6. Galvin reiterated that before having a Column II or II programs should understand who they are and what they do for NMC.
7. Galvin suggested that we are lacking enforcement in our policy and procedures. People need to understand that program review is required
8. Lisa stated that the Office of Assessment and Institutional Effectiveness, under Guam Community College, offered support and training and if authors were not turning assignments on time.
  - i. If programs still do not turn in their program review then the matter goes straight to the Vice President.
9. Rose asked if Galvin can provide program review training.

10. Galvin stated that there are a lot of documents that have information of program review and OIE did provide assistance to programs that needed help on program review and will continue to give training or assistance to programs who need assistance.
11. Randall suggested that Deans act as wardens to their programs.
12. Leo stated that he meets up with his programs once a month and there have been discussions in regards to how program review is useful and how we can plan ahead in the future.
13. Galvin suggested that PROAC do a monthly memo on programs that did not turn in their program review.
14. Leo suggested having a rubric to measure participation in regards to program review.
15. Galvin stated that a rubric is a good idea but not good enough.
  - i. We should attach certain required documents to every evaluation and check mark if they completed the process of program review..
16. Galvin suggested that he will be in charge to implement evidence part of an employee evaluation.
17. Rose suggested that if employees get positive reviews then supervisors should write an essay on how well they perform in program review.
18. Galvin stated that this is a perfect way to protect employees because evidence is provided.
19. Galvin suggested to have Guam Community College assess what NMC is doing because we need other groups to evaluate us instead of WASC because it is once every six years.
20. Tee agreed and suggested that we use not just GCC, but also another external evaluator to see if we met the required benchmarks from WASC.

VI. NEW BUSINESS

VII. OTHER MATTERS

A. Accreditation Update

1. Galvin stated that our visit is in April 13-15. The SENSE team will not be going to Austin Texas.
2. Galvin stated that WASC is sending two college presidents and another team member for the special visit to NMC.
3. Tee stated that they are not here for the integrity of the college but to investigate what the newspaper stated.
4. Galvin stated that Tee is correct.

#### VIII. ADJOURNMENT

- Adjourned at 9:37AM

### Regular Meeting/Work Session

**Date: 03/10/10                      Day: Wednesday                      Time:**  
**8:30AM to 10:00AM                      Place: N5**

### SIGN-IN SHEET

	NAME	TITLE	SIGN/INITIAL
1.	<b>Galvin Guerrero</b>	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	<b>Daniel Kintol</b>	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	<b>Lorraine Cabrera</b>	Interim NMC President	
4.	<b>Dr. Patrick Moran</b>	Acting, Dean of Academic Programs and Services	
5.	<b>Leo Pangelinan</b>	Dean, Student Services	PRESENT
6.	<b>Felicitas Abraham</b>	Dean, Community Programs and Services	PRESENT
7.	<b>Henry Hofschneider</b>	Chief Financial and Administrative Officer	
8.	<b>Jennifer Barcinas/ Martin Mendiola</b>	Staff Representative, Rota Instructional Site	PRESENT
9.	<b>Maria Aguon/ Rose Lazarro</b>	Staff Representative, Tinian Instructional Site	PRESENT
10.	<b>Barbara Merfalen</b>	Faculty Representative, School of Education	PRESENT
11.	<b>Marian Tudela</b>	Vice President of the Faculty Senate/ <i>Permanent Proxy</i>	
12.	<b>Dean Papadopoulus</b>	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.	<b>Dr. John Griffin</b>	Faculty Member (Appointed by Faculty Senate)	
14.	<b>Eric Johnson</b>	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	<b>James Kline</b>	Faculty Representative, Academic Council	PRESENT
16.	<b>Randall Nelson</b>	President of the Staff Senate	PRESENT
<b>OTHERS PRESENT</b>			
	Keane Palacios	Program Coordinator, OIE	PRESENT
	Perry Inos	Program Coordinator, OIE	PRESENT
	Lisa Hacskaylo	Institutional Researcher, OIE	PRESENT
	Ray Mafnas Muna	Program Coordinator, OIE	PRESENT
