PROAC

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

Thursday, March 06, 2009, 4pm
Rm, N-5, As Terlaje Campus

Regular Meeting Minutes

PROAC Meeting 03/06/2009

- Do/should Rota and Tinian go through the process of program review?
    - Rota and Tinian: they do everything that NMC Saipan does
    - Rota and Tinian to be included in the NMC Taxonomy as separate entities
    - Adrian Atalig: we want to make sure all programs and services are reviewed, the question is where do they fit?
    - Dr. Cabrera: inclusion of Rota and Tinian sites
        - Will help in the completion of the TR1 and TR2
        - Demonstrate that NMC went through the first 3 steps of the 2nd cycle with the inclusion of Rota and Tinian and recognize that there are unique functions of the two separate sites
- Terms related to enrollment and reporting (Lisa Hacskaylo)
    - Related to student achievement data
    - Is there another way to access these terms: PROAC E Portfolio in Moodle?
    - **Adopted 03/06/09**
- Status update on Student Achievement Data
    - How to use this information for program review and to improve programs?
- Program Review Success Criteria
    - **Adopted 03/06/09** with the participation of Tinian and Rota
- Program Review Memo 1 Submissions
    - We need to generate a rubric for the composition of Memo 1s
- Planning work session: PROA SP and Ops Plan
    - Getting familiar with the Ops Plan/Strategic Plan
    - March 10 workshop at 3PM
- Concern over Memo 2 deadline
    - We need to stay on course in the 2nd cycle
- Review and rate Dec 11 updates with rubric and each should go back to the team and say: "As a body we've determined the following" and each group should

debrief each other for 30 minutes and come up with a summary narrative of what we believe to be the aggregate findings., the overall summation of those findings
- o 3-5 examples of how the results lead to the Ops Plan and the strategic plan
- o Look at results, review, and talk of how it will and should affect planning going forward
- Dr. Cabrera: move Memo 2 deadline
  - o We don't have to rush if it is an artificial deadline
- Wil: wrestling with student achievement data and between now and the Memo 2 deadline that shows that we are increasing research capacity by having concurrent training and workshops to best use data (longitudinal).
- Calendar
  - o March 12th rubric for Memo 1 will be done
    - ▪ Get feedback March 16-20th
  - o March 13th accept the results of the assessment of cycle 1
  - o Evaluate
- Take rubric for memos back to team and discuss and compare submissions against the rubric
- Apply what was learned to the following cycles