



PROAC

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

Friday, June 03, 2011, 10:00 a. m. to 11:00 a. m.
Rm, N-5, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER

Quorum established at 10:09AM

- **Moved by John Griffin and seconded by John Cook to adopt the agenda.**
- **All in favor to adopt the agenda**

II. ROLL CALL/ATTENDANCE

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES

A. May 27, 2011 Regular Meeting Minutes

- **Moved by John Griffin and seconded by John Cook to adopt the May 27, 2011 Minutes**
- **All in favor to adopt the minutes.**

V. OLD BUSINESS

A. Linking Program Review to FY 2012 Budgeting and Resource Allocation

- Form 3 Procedures
- Galvin stated that there should be a Faculty Representative from Academic Council.
- Galvin stated that there have been requests from programs to extend the Form 3 deadline to next Monday (06/06).
- **John Griffin moved and Bobbi seconded to move the deadline to Monday, June 6, 2011.**

- Galvin stated that if no reports are turned in before June 8 then PROAC members would only have 5 days to review all Form 3 submissions.
- Roger asked how many programs asked for an extension?
- Galvin answered that about half of all programs asked for an extension.
- Eight were in favor to extend the deadline
- Three dismissed to extend the deadline
- **Motioned by John Griffin and seconded by Bobbi add incentives to programs who submitted Form 3's on time.**
- Leo asked if programs could rework on their Form 3 if they submitted their Form 3 early.
- Galvin answered yes.
- Seven voted yes; four voted no.

B. Cycle 4 of Program Review

- Compliance Matrix—Update
- Form 2 Committee—Update
- Amanda stated that we looked at previous submissions of Form II that seemed good.
- Amanda stated that student achievement data would be required for all Form II's.
- Randall stated that we made an Instructional Guide to assist programs in Form II's.
- Randall stated that data will be provided by the Office of Institutional Effectiveness.
- Lisa stated that the two sections OIE will provide data but not all of it because programs do have their own data.
- Leo stated that he would like to see as much as possible a summary or report on Academic Advising for documented evidence.
- John Griffin stated that this document needs to be user friendly.
- Galvin asked members to approve the content criteria of Form 2.

- **Moved James and seconded by John Cook to adopt the content of the Form II.**
- seven voted yes; two voted no; two abstained
- **John Griffin moved and seconded by James to have the report in portrait.**
- Seven voted yes; one voted no; three abstained.

VI. NEW BUSINESS

VII. OTHER MATTERS

- Roger asked Galvin to spam the campus to announce the extension of Form 3s.
- Galvin agreed.

VIII. What impact did today's dialogue and/or work have on student learning?

IX. ADJOURNMENT

- Adjourned at 10:57AM

PROAC**Regular Meeting/Work Session****Date: 06/03/11****Day: Friday Time: 10:00AM to 11:00AM****Place: N-5****ATTENDANCE SHEET**

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	Antonio Tiples	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	Lorraine Cabrera	Interim NMC President	
4.	Barbara Merfalen	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao (<i>Floyd Masga served as a proxy</i>)	Acting Dean, Community Programs and Services	PRESENT
7.	Roger Madriaga	Chief Financial and Administrative Officer	PRESENT
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	PRESENT
10.	John Jenkins (<i>Roy Greenland served as a proxy</i>)	Faculty Representative, School of Education	PRESENT
11.	John Cook	Vice President of the Faculty Senate	PRESENT
12.	Dr. John Griffin	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.	Amanda Allen	Faculty Member (Appointed by Faculty Senate)	PRESENT
14.	Matt Pastula	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	James Kline	Faculty Representative, Academic Council	PRESENT
16.	Floyd Masga	Vice President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Keane Palacios	PM, OIE	PRESENT

	Ray Muna	OIE/PC	PRESENT
	Lisa Hacskaylo	OIE/IR	PRESENT