



PROAC

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

Friday, September 9, 2011, 8:00a.m. to 9:00a.m.
N-5, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER

- Called to order at 8:15AM

II. ROLL CALL/ATTENDANCE

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES

A. August 26, 2011 Meeting Minutes

- **Moved and seconded by Bobbi and Amanda.**
- **Motion carries as amended.**

V. OLD BUSINESS

A. Cycle A of Program Review

1. Galvin made all members of PROAC review the Form II rubric.
2. Galvin looked at the WASC guide on program review documents. He pulled all that together and tried to make it simple and easy to do.
3. PROAC has agreed to have the lowest score to be a 1 and highest score a 6.
4. Galvin stated that this rubric will be both formative and summative.
5. Dave and Galvin will assist each other on ELI, NDU and NRM.
6. Amanda will assist Ms. Bobbi.
7. Score range will be added in parenthesis, this is a formative and summative assessment tool,
8. **John Cook and Floyd moved and seconded to adopt the rubric**

9. **Motion carries as amended**

10. Leo stated that it is reasonable to include needs expectations.
11. Lisa stated that it is either a Form II meets an expectation or does not.
12. Galvin recommended to have each appendix represent a point with a total of three points possible.
13. Galvin stated that Section 7 will be added and will only be one point per attachment.
14. Galvin stated that Form II's will be submitted at the end of this month. Composite Report is due at November 15, 2011.
15. Galvin stated that for this Composite Report, we must prioritized recommendations.
16. Galvin stated that the rubric will be very helpful and improve the dialogue.
17. Galvin asked that we can still extend the Form II deadline to an additional week. This is to give extra time for programs
18. **Moved and seconded by Leo and Floyd to extend the Form II deadline to October 7, 2011.**
19. **Motion carries.**
20. **Moved and seconded by Floyd and John Cook to exclude General Education from submitting a Form II.**
21. 7 yes
22. 1 no

B. Compliance Matrix

1. Keane gave a brief discussion of the Compliance Matrix.
2. Galvin appealed to division heads to hold their employees accountable in not submitting program review documents.
3. Leo stated that ASNMC will not be able to submit a Form II.
4. Galvin stated that he does not know how to proceed in having governance bodies do their Form I.
5. Galvin asked how do we want to proceed with governance bodies?

6. Roy stated for us to be effective we need to go back to each program's mission statement and set up a way to measure their mission.
7. Galvin referred to the Nichols and Nichols 5 Column Model to Roy's statement.
8. Galvin recommended that we remove governance bodies and add them for the next cycle.
9. Leo recommended that all governance bodies report to College Council.
10. **Moved and seconded by Bobbi and Floyd to remove the governance bodies of the Compliance Matrix including ASNMC, discuss further, and invite the chairs of each governance bodies to PROAC.**
11. **Motion carries.**
12. Leo recommended in adding ASNMC

VI. NEW BUSINESS

- A. Proposed BOR Policies

VII. OTHER MATTERS

VIII. ADJOURNMENT

- Adjourned at 10:05AM

PROAC

Regular Meeting/Work Session

Date: 09/09/11

Day: Friday

Time: 8:00AM to 9:00AM

Place: N5

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.	Dr. Sharon Hart	NMC President	
4.	Barbara Merfalen	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao	Acting Dean, Community Programs and Services	PRESENT
7.	Roger Madriaga	Chief Financial and Administrative Officer	
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Joan Flores	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.	Amanda Allen	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.	Dr. John Griffin	Faculty Member (Appointed by Faculty Senate)	
14.	Matt Pastula	Faculty Member (Appointed by Faculty Senate)	
15.	James Kline	Faculty Representative, Academic Council	
16.	Floyd Masga	Vice President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Velma Deleon Guerrero	Liberal Arts Coordinator	PRESENT
	Lisa Hacskaylo	Institutional Researcher, OIE	PRESENT
	Ray Mafnas Muna	OIE/PC	PRESENT