



PROAC

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

Wednesday, July 28, 2010, 8:30 a. m. to 10:00 a. m.

Room: N-5, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER

This meeting was called to quorum at approximately 8:35AM by Galvin Guerrero. Program Managers, Perry Inos and Keane Palacios, served as recorders.

II. ROLL CALL/ATTENDANCE

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

III. ADMINISTRATIVE MATTERS

- i. Galvin stated that New Business Item B will be moved up to come after the adoption of minutes
- ii. Galvin stated that Randall Nelson is representing Marian Tudela.
- iii. Galvin stated that PROAC feedback will be added as Item C in New Business.

IV. ADOPTION OF MINUTES

A. June 2, 2010 Regular Meeting Minutes

- i. **Moved by Randall and seconded by Jim Kline**
- ii. **Motion carries**
- iii. **Page 2 #4- referencing Key Performance Indicators in May 2009 report. In page 20.**
- iv. **Revise Randal PROAC Title to Vice-President**

B. Geri Willis- Learning Communities

- i. 9:00AM-3:30PM Student Orientation
 1. Located Library
- ii. 5:00PM-8:00PM Student Orientation (International Students)
 1. Located in Library

2. Interpreters will be present
- iii. Learning Community Program Action Plan
 1. High Impact Educational Practices
 2. NMC's Rational for Team Members
 - a. Stated that main criteria: commitment, willingness to venture into new territory participation as a team member through December 2012
 - b. Members are : Geri Willis, Lorraine Cabrera, Zenaida Javier, Lisa HacsKaylo, Larry Lee, and Tom Colton
 - c. Action Plan:
 - i. Accomplished in 4 days with above members.
 - d. Comments
 - a. Stated that they were positive.

V. OLD BUSINESS

- A. Cycle 2 of Program Review—Records of Dialogue update
 - i. Perry Stated that 78% have submitted.
 - ii. Galvin said to lift themes and analysis of Records of Dialogue and present it on next PROAC Meeting
- B. Cycle 3 of Program Review—update
 - i. Galvin stated that columns 4 & 5 have been slow in submission
 1. Deadline May 22, 2010
 2. Galvin asked how we can improve submission rates:
 - a. Randal stated that we should ask Departments how they are data collected.
 - i. Which departments are collecting data
 - ii. Which departments are not collecting
 - b. Bobbi M. stated that reporting data is part of documentation.
 3. OIE Delta Force will go in and investigate data collection
 4. Alfred De Torres stated that we need to provide a program review/assessment checklist as a reference for programs

5. Galvin stated that programs data is organic to its own program
6. Randal stated that developing a checklist of data needed to be collected and compilation schedules will be a good idea.
7. Galvin stated that Core Indicators of Effectiveness is the checklist for academic and non academic programs
8. Cyndi stated that at this stage of assessment process you would not want to revamp and redo the programs' assessment.
 - a. Instead look at what's missing and look back at where they stopped and pick up from there.
9. Form 2
 - a. Galvin stated that Form 2 submissions will remain the same format as agreed upon by PROAC Members.
 - b. Galvin stated that we would need to extend the submission of Form 2.
 - i. Galvin stated to extend deadline to September 10, 2010 is deadline for Form 2 Submission
 - ii. Randal moves to extend deadline from August 13 to September 10, 2010 and seconded by Bobbi M. for Form 2 Submission.
 - c. Randal asked how is staggering going to help program
 - i. Galvin stated that staggering will be best for Form 2 but Form 1 will be annually.
 - ii. Randal added that to stagger Form 1 is best because certain programs have different cycles.
 - iii. Cyndi stated that some concerns with the programs about staggering schedules will

take more years to complete 2—3
SLO/AUO's a cycle.

iv. Staggering Form 1 will be discussed after
Cycle 3

d. Training for Form 2

i. Galvin stated that Form 2 template will be
distributed to PROAC Members for insights.

C. Gen Ed Outcomes

- i. Galvin stated that PROAC did not communicate exclusively of what work the Gen Ed has done.
- ii. Bobbi M recommends that PROAC Chair and Dean of APS to write memo and meet with Gen Ed Committee to what has been done with outcomes, form 1, and form 2.

VI. NEW BUSINESS

A. PROAC prioritizing FY2011 Budgets – Tabled

B. Item VI.b moved up to Item IV.B

VII. OTHER MATTERS

A. Accreditation Update

- i. Bobbi stated that PDD should focus on accreditation standards.
- ii. Randal asked what management team is doing about accreditation.
 1. Galvin stated that participation is being encouraged by interim-president
- iii. WASC are generally wanting us to succeed and all is not lost
- iv. Galvin stated that draft of Action Plan will be debuted at the assembly.
- v. Also, show cause report and action plan and give NMC community two weeks to review reports.
- vi. Bobbi M. will facilitate Core indicator 6 next PROAC Meeting

VIII. ADJOURNMENT

- The meeting was adjourned at 9:38AM

PROAC

Regular Meeting/Work Session

Date: 07/28/10

Day: Wednesday

Time: 8:30AM to 10:00AM

Place: BOR Room

SIGN-IN SHEET

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

	Cyndi DLG	OAR	PRESENT
	Geri Willis	LC, SE, FYE	PRESENT
	Amanda Allen	DLC- IT	PRESENT
	Alfred B. De' Torres	NRM Coordinator	PRESENT
	DC Revilla	Budget Office	PRESENT
	Dora Ada	OIE	PRESENT