



## PROAC

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

Friday, July 29, 2011, 10:00a.m. to 11:00a. m.  
Board of Regents Conference Room, As Terlaje Campus

#### Minutes of Regular Meeting

- I. CALL TO ORDER
  - Called to order at 10:24AM
- II. ROLL CALL/ATTENDANCE
  - **Moved by Bobbi and seconded by Dave**
  - **Motion Carries**
- III. ADMINISTRATIVE MATTERS
- IV. ADOPTION OF MINUTES
  - **Moved by Bobbi and seconded by Dave to adopt the June 3, 2011, July 8, 2011 and July 21, 2011 PROAC Meeting Minutes.**
  - Amanda was present on June 3, 2011
  - Floyd served as a proxy for Dave on July 21, 2011 and July 8, 2011
  - Roy Greenland was PRESENT on July 8, 2011 and June 3, 2011
  - **Motion carries as amended**
- V. OLD BUSINESS
  - A. Form III Evaluations
    1. Galvin began a brief summary on the Form III Evaluations document.
    2. Galvin asked for any changes under “what worked?”
    3. No changes.
    4. Galvin asked for any changes under “what did not work?”
    5. Cindy stated that they had technical problems via email.  
Inboxes of voting members were full.

6. Cindy stated that the extension prevented some employees from participating in the appeals process.
7. Galvin recommended in having an external reviewer review Form III's. The external reviewer will show more integrity in this process.
8. Galvin stated that we need to work on substance rather than form.
9. Bobbi stated that we must try and work together as a group.
10. Galvin stated that we might have conflicting recommendations but it must be inputted.
11. Galvin stated that this is the price we pay for democracy.
12. Dave recommended programs submit a sub- Form III.

#### B. Cycle A of Program Review

##### a) Planning for Form II Review

1. Galvin stated that OIE has been hustling to complete student achievement data. Programs have not submitted their course completion data. We should have all student achievement data completed by the end of the data.
2. Galvin stated that this poses a challenge because programs need the data provided by OIE to complete their Form II.
3. Galvin stated that it is not fair for programs to complete the first draft of Form II by Sunday.
4. Galvin stated that PROAC has two months to review 16 Form II's by September 30, 2011.
5. Galvin recommended extending the first draft of Form II to August 12, 2011.
6. **All agreed**
7. Cindy reminded everyone that it is Registration Week.

#### C. Compliance Matrix

1. Keane presented on the Compliance Matrix.

2. Keane stated that Group A is 100% completed for Form I.
3. Bobbi asked if Academic Council submits Form I?
4. Keane answered yes
5. Dave stated that EDUP completed their Trac Dat training.
6. Cindy asked when Column V us due?
7. Keane answered that the entire Form I is due on July 31, 2011.

VI. NEW BUSINESS

A. Accountability of Program Review

1. Galvin stated that PROAC needs to hold programs accountable who do not submit their submissions.
2. Galvin asked all PROAC members to come up with ideas of accountability.
3. Cindy stated that we can hold employees accountable through employee evaluations.

VII. OTHER MATTERS

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

IX. ADJOURNMENT

- Adjourned at 10:45AM

**PROAC****Regular Meeting/Work Session****Date: 07/29/11****Day: Friday      Time: 10:00AM to 11:00AM  
Place: Board of Regents Conference Room****ATTENDANCE SHEET**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGN/INITIAL</b>
1.	<b>Galvin Guerrero</b>	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	<b>Antonio Tiples</b>	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	<b>Dr. Sharon Hart</b>	NMC President	
4.	<b>Barbara Merfalen</b>	Dean of Academic Programs and Services	PRESENT
5.	<b>Leo Pangelinan</b> ( <i>Cindy Deleon Guerrero served as a procy</i> )	Dean, Student Services	PRESENT
6.	<b>Dave Attao</b>	Acting Dean, Community Programs and Services	PRESENT
7.	<b>Roger Madriaga</b>	Chief Financial and Administrative Officer	PRESENT
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	
10.	<b>John Jenkins</b>	Faculty Representative, School of Education	
11.	<b>John Cook</b> ( <i>Dr. John Griffin served as a proxy</i> )	Vice President of the Faculty Senate	PRESENT
12.	<b>Amanda Allen</b>	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.		Faculty Member (Appointed by Faculty Senate)	
14.	<b>Matt Pastula</b>	Faculty Member (Appointed by Faculty Senate)	
15.	<b>James Kline</b>	Faculty Representative, Academic Council	
16.	<b>Floyd Masga</b>	Vice President of the Staff Senate	PRESENT
<b>OTHERS PRESENT</b>			
	Marie Coleman	Staff Senate/ Finance	PRESENT
	Ray Muna	OIE/PC	PRESENT

	Lisa HacsKaylo	OIE/IR	PRESENT
	Velma Deleon Guerrero	Liberal Arts	PRESENT