



PROAC

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

Friday, April 3, 2009, 4pm
Rm, D-1, As Terlaje Campus

MINUTES of Regular Meeting

I. CALL TO ORDER

The meeting was called to order at approximately 4:45pm by William M. Castro, Chairperson. Keane Palacios, Program Coordinator, OIE, serving as recorder.

II. ROLL CALL

Quorum was established. See attached attendance sheet.

III. MINUTES OF:

A draft of the minutes of Friday, March 27, 2009 were provided in hard copy for review and action at the next regular meeting. A motion was made, seconded, and carried (M/S/C) by those present to Table the minutes for action at the next regular meeting. (M/S/C: G. Keaton/L. Lee).

IV. ADMINISTRATIVE MATTERS

Regular Meeting date moved to THURSDAY, April 09, 2009, 1pm, in Rm. N-5.

(M/S/C: G. Keaton/L. Lee/Unanimous). The regular meeting of Friday, April 10, 2009, which falls on the Roman Catholic celebration "Good Friday," was moved to Thursday, April 09, 2009 at 1pm in Rm. N-5.

V. OLD BUSINESS

a. Program Review

- i. An Evaluation of the Process and Outcomes of Assessment and Program Review (Cycle 1)

The Chair requested for this item to be tabled to the next regular meeting of Friday, April 10, 2009. Mr. Keaton inquired about the report. The Chair responded that the final evaluation of first cycle program review will be based on three components: 1) Assessment Survey results of January 06, 2009, 2) Scoring of outcomes of program review, and 3) Records of Dialogue. The report will be drafted for review and input by PROAC before final action.

(M/S/C: G. Keaton/D. Cabrera/Unanimous) The *Evaluation of the Process and Outcomes of Assessment and Program Review (Cycle 1)* item on the agenda was tabled.

- ii. Form 1 Rubric

Summary of discussion:

Chair: The enclosed draft *Form 1 Rubric* is reflective of the input of PROAC members from the work sessions and regular meetings. A major addition to the form is the section "Group Action" and "Form 1 Commentary." The Group Action portion is consistent with PROAC's approach to

recording a decision or action, one way or another, on an item. The Form 1 Commentary improves upon the *Consolidated Feedback Sheet* used in the first cycle. It is an opportunity for PROAC members, namely the reviewer, to provide feedback on any deficiencies, areas of strength, or both.

G. Keaton: It is an improvement from the first form because it lays out, quite specifically, each area that is being reviewed.

L. Lee: The form allows for suggestions to be made.

J. Kiyoshi: "Simply, it allows me to know what I did wrong or right."

D. Attao: The section "Group Action" ensures that a unilateral decision isn't made by any one person when rating a program's submission.

D. Cabrera: This is important in conveying that decisions rendered by PROAC aren't by any one person; that it is the decision of a group or PROAC itself.

President: The President stated that this is a useful tool for Management Team's (MT) use when reviewing the submissions of the programs under their supervision. MT will have to review program submissions for quality purposes in this cycle.

Chair: PROAC members were asked to review specific sections of the "*Recommendations for improvement of the next cycle*" to see where these improvements originated. The Chair stated that PROAC is "writing for the next report," so to speak, as we progress through the second cycle and that the development of the *Form 1 Rubric* is evidence of PROAC's commitment to acting on recommendations for continued self-improvement.

The *Consolidated Feedback Sheet* was used in the first cycle of program review. This new rubric brings additional structure and clarity in the evaluation of submissions.

(M/S/C: G. Keaton/D. Attao/Unanimous) The Form 1 Rubric and Commentary form was approved for use in the second cycle and to replace the Consolidated Feedback Sheet.

b. Planning. No report. Brief commentary.

Chair: The Chair advised that "Planning" is a standing item on the agenda for the purposes of discussing the operational plan and other updates related to planning. PROAC also has oversight over planning although much of the focus has been on program review lately.

PROAC members were encouraged to begin thinking about the June planning summit as outlined in the Institutional Excellence Guide (IE Guide). The IE Guide calls for a meeting in the Summer for the purposes of reviewing the progress on the operational and strategic plans, accomplishments of program review, and using that information to influence the budget for the subsequent year. The summit is the appropriate time to recommend changes to either the operational and/or strategic plan. It is the scheduled annual review of planning, program review, and budgeting.

c. Budgeting. No report. No Discussion.

VI. NEW BUSINESS

a. Status Update: Student Achievement Data

President Fernandez advised that progress is continually being made in terms of the College's student information system, PowerCampus, and that both she and the Institutional Researcher will be attending a meeting in Hawaii to look at a few standardized survey instruments that the College may adopt. She commented that by acquiring a uniformed set of proven survey instruments, there is a likelihood that the amount of time that is normally attributed to developing an in-house instrument and tabulating the results may be reduced.

b. Status Update: April 1st Show Cause Report

President Fernandez made announcements about the upcoming dates and activities. She shared that there remained three items that needed additional work in preparation of the WASC visit as well as for the Supplemental Report: a) use of benchmarks and key performance indicators, b) strengthening survey instruments, and c) showing rigor in program review of academic programs.

VII. OPEN DISCUSSION

- a. **IDEAS: Preparing for the WASC Visit.** No report. No Discussion.

VIII. ANNOUNCEMENTS

President Fernandez requested for PROAC to meet on Monday to discuss specific plans she and Management Team will be developing as part of the education campaign in preparation for the WASC visit.

IX. ADJOURNMENT

The meeting was adjourned at approximately 5:40pm.

Attested:

Keane Palacios
Program Coordinator, OIE
Serving as Recorder

APPROVED:

William Castro
PROAC Chair

Planning, Program Review and Outcomes Assessment Committee (PROAC)

A Standing Committee of the College Council

Charge/Mission: PROAC is an important part of NMC's ongoing efforts to improve the quality of instruction and support services through a systematic process of planning and assessment. This Committee is tasked with building and sustaining a campus-wide culture of evidence and shall concern itself with matters relative to accreditation and assessment and with monitoring the fidelity of initiatives and other actions being implemented as recommended through program review, other means of assessment, and as provided in NMC's strategic plan or other plans generated by the College.

Authority	Student Learning Outcomes Comprehensive Implementation Program (SLOCIP)
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ATTENDANCE

Position	Name	Present/Absent
1. Student (Appointed by ASNMC)	Ms. Lena Wabol	Absent
2. NMC President	Dr. Carmen Fernandez	Present
3. Dean, Academic Programs and Services	Dr. Debra T. Cabrera	Present
4. Dean, Student Services	Ms. Janice Tenorio	Present
5. Dean, Community Programs and Services	Mr. David Attao (Acting)	Present
6. Chief Financial and Administrative Officer	Mr. Roger Madriaga	Present
7. Staff Representative, Rota Instructional Site	Ms. Jennifer Barcinas	Absent
8. Staff Representative, Tinian Instructional Site	Ms. Percy Cing	Absent
9. Faculty Representative, School of Education	Ms. Cynthia Deleon Guerrero	Absent
10. Vice President of the Faculty Senate	Mr. Larry Lee	Present
11. Faculty Member appointed by the Faculty Senate	Mr. Frank Sobolewski	Present
12. Faculty Member appointed by the Faculty Senate	Dr. Dean Papadopoulos	Absent
13. Faculty Member appointed by the Faculty Senate	Mr. Robert Armstrong	Present
14. Faculty Representative, Academic Council	Mr. Glenn Keaton	Present
15. Vice President of the Staff Senate	Mr. Jack Kiyoshi	Present
16. Director, Office of Institutional Effectiveness (PROAC Chair)	Mr. William M. Castro	Present

Others present:

ANSMC President, Mr. Ivan Mereb
Distance Learning Coordinator, Ms. Bertha Leon Guerrero
OIE Program Coordinator, Mr. Keane Palacios

11 of 16 members were present. Quorum was established.

The minutes will reflect actions taken and a summary of deliberations to serve as a matter of public record.