



PROAC

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

Wednesday, March 3, 2010, 8:30 a. m. to 10:00 a. m.
Board of Regents Conference Room, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER

This meeting was called to order at approximately 8:40AM by Galvin Deleon Guerrero. Program Coordinators Ray Muna and Keane Palacios served as recorders.

II. ROLL CALL/ATTENDANCE

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

III. ADMINISTRATIVE MATTERS

1. Octavius "Skep" Palacios stated that he attended last week's PROAC meeting to represent Henry Hofschneider.
2. Galvin stated that Randall Nelson is representing Marian Tudela.

IV. ADOPTION OF MINUTES

A. February 24, 2010 Regular Meeting Minutes

- i. **Moved by Patrick and seconded by Jim Kline**
- ii. **Motion carries**

V. OLD BUSINESS

A. Book Discussion: Core Indicators of Effectiveness for Community Colleges, 3rd Edition by Alfred, Shults, and Seybert (to be facilitated by Felicitas "Tee" Abraham and James Kline)

- i. Galvin gave the floor to Eric to present on his assigned chapter.
- ii. Eric suggested that NMC should collect data twice per student.
 1. Data on students should be collected once before a student enters NMC and again when the student graduates from NMC.

2. Eric asked what kind of surveys do departments issue out to students?
3. Some departments do not issue pre/post surveys out to students.
4. Lisa issued SENSE and the other he received was from Counseling.
5. Eric stated that Counseling's survey pretty much covered what the book was saying.
6. Patrick stated that post surveys have been difficult to obtain.
7. Galvin stated that especially in a community college, everything is "fluid."
8. Randall stated that START SMART is a great survey because it's a "pre pre" survey.

iii. Galvin assigned Patrick for next week's book discussion.

B. Cycle 2 of Program Review—Records of Dialogue update

- i. Perry stated that Dean's group is done and would need to submit the report. He is waiting on Barbara's submission of her status matrix
- ii. Galvin instructed Perry to have a compliance matrix with the Records of Dialogue.

C. Cycle 3 of Program Review—update

- i. Dean stated that they would like to meet as a group of three to finish this task.
- ii. Ray stated that about 50% turned in their Column 3, means of assessment
- iii. Galvin assigned Ray to have a compliance matrix for Column 3
- iv. Galvin suggested to Ray to look at the "bright spots" or programs who submit their column 3 on time, who are diligent in what they're doing and see if we can take the strengths and flow them into weaker submissions.

VI. NEW BUSINESS

No discussion

VII. OTHER MATTERS

A. Accreditation Update

- i. Guam training: Galvin stated that it was great to have a lot of faculty present.
- ii. Galvin stated that the Junior Commission will indeed come to Saipan to find out what really is going on in NMC.
- iii. Patrick stated we are ahead of the game compared to other institutions because other institutions still are working on a program review process.
- iv. PROAC had a discussion on the linkage of program review to planning and budgeting.
 1. There is still work to be done in solidifying the link between planning, program review, and budgeting.
 2. In addition to this, is tying or directly linking every action to student learning

VIII. ADJOURNMENT

- The meeting was adjourned at 9:38AM

PROAC**Regular Meeting/Work Session****Date: 03/03/10****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	
3.	Lorraine Cabrera	Interim NMC President	
4.	Dr. Patrick Moran	Acting, Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	
6.	Felicitas Abraham	Dean, Community Programs and Services	
7.	Henry Hofschneider	Chief Financial and Administrative Officer	PRESENT (represented by Skep Palacios)
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	
10.	Barbara Merfalen	Faculty Representative, School of Education	PRESENT
11.	Marian Tudela	Vice President of the Faculty Senate/ <i>Permanent Proxy</i>	PRESENT (represented by Randall Nelson)
12.	Dean Papadopoulus	Faculty Member (Appointed by Faculty Senate)	PRESENT
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.	Clarice Arriola	President of the Staff Senate	PRESENT (represented by Randall Nelson)
OTHERS PRESENT			
	Keane Palacios	Program Coordinator, OIE	PRESENT

	Perry Inos	Program Coordinator, OIE	PRESENT
	Lisa Hacskaylo	Institutional Researcher, OIE	PRESENT
	Michael Ogo	CREES	PRESENT
	Ray Mafnas Muna	Program Coordinator, OIE	PRESENT
	John Guerrero	Administrative Services	PRESENT