Program Review and Outcomes Assessment Committee
June 10, 2020, 1:30PM
Minutes

PROAC co-chairs and the following members were present via Zoom:
Dean Char Cepeda, Lisa Hacskaylo, Tayna Belyeu-Camacho, Roland Merar, Adam Walsh, Eloise Rose Enrico Lopez (proxy for Shanthia Espinosa), Sue Atalig, Diana Hocog, Alexis Cabrera, Simon Necesito, and Geri Rodgers. Quorum was reached.

Absent Non-faculty Members: Adrian Atalig, Shelly Tudela, Shanthia Espinosa

Absent Faculty Members (not required to attend summer meetings per PROAC co-chairs):
Dr. Yunzi Zhang, Wil Maui, Lorna Liban, Mike Nurmi, Jesse Pangelinan

Handouts: See links below

A. Meeting called to order by Dean Char at 1:34PM.
B. Dean Char opened the meeting to seek input from the committee concerning the summer work of PROAC. She presented that the committee should continue to work with the understanding that we will later give recommendations & proposals to returning faculty members in the fall and can give feedback. Roland agreed. There were no further comments with a general agreement to proceed in this fashion.

C. Dean Char presented the goals:
1. To evaluate the action items related to PROAC from the Institutional Report in the Action Item Matrix. *Aligns with WSCUC Standard 4, CFR 4.1, 4.6.*
   (Dean Char suggested that the first goal be tabled. See notes in discussion below.)
2. To evaluate and compare other institution's program review processes and develop program review for NMC. *Aligns with WSCUC Standard 4, CFR 4.5*.

D. The table below summarizes actions concerning "Old Business" taken at the meeting:

Accept the agenda 6/10/2020 ● Motion to accept agenda by Adam ● Seconded by Roland ● Members voted and motion to accept the agenda carried unanimously.
Discussion Dean Char: Gave explanation for omitting Goal 1 since it is important to have input from faculty who are currently on summer break (along with Old Business Item #3 "Discuss PROAC Action Item Matrix" (originally tabled from 4/22 & 5/20) . Tayna: Agreed with Dean Char.

Lisa: Asked that [WSCUC Program Review Resource Guide](#) and the [WSCUC Program Review Rubric](#) be added to the new business during discussion of program review manuals.

Adopt the agenda 6/10/2020 with changes listed above during the discussion.
● Motion to adopt agenda by Adam
● Seconded by Roland
● Members voted, motion carried and passed unanimously.

Accept the 5/20/2020 Minutes
● Motion to accept the minutes by Diana
● Seconded by Roland
● No discussion, members voted, motion carried and passed unanimously

Adopt the minutes 5/20/2020
● Motion to adopt the minutes by Roland
● Seconded by Simon
● Members voted, motion carried and passed unanimously

E. This is information regarding New Business:

1. Discussion of program assignment to groups A, B, C for the [3 year Cycle](#), [Draft List of Groups for Program Review](#)): Lisa presented the groups for the 3-year cycle.
   ● Group A: Academic Programs and Services
   ● Group B: Student Services
   ● Group C: Administrative Offices & Programs
   ● Group D: Leadership Offices

Lisa: Suggested that Group D could be combined with Group B since they are both small groups.
Dean Char: Agreed that it would be a good idea for leadership offices to undergo review and asked whether other institutions have reviewed their leadership offices.
Roland: Stated that if any office receives a budget then it should undergo review because their goals and objectives need to be assessed.
Adam: Asked if the administrative offices had AUOs.
Dean Char: Responded that there are no AUOs for her office, but she is pursuing them.
Adam: Asked where is the onus? Does PROAC have a responsibility to create AUOs?
Dean Char: Responded that PROAC should provide assistance.
Geri: Stated there is an AUO resource folder within the PROAC folder to guide members.
Simon: Asked about AUOs. He stated that having AUOs would help those in administrative offices to measure their performance since currently there seems to be no evaluation.
Dean Char: Clarified that although there are no *official* AUOs, departments and programs are consistently evaluating themselves. Dean Char asked Simon if he meant that there be uniform AUOs given to all offices across the board.
Simon: Responded that he thinks AUOs should be specific to the program.
Roland: Stated that the AUOs are to help programs who receive funding through BAFC to

evaluate their program. Is the budget being used appropriately to meet objectives?

Dean Char: Gave an example of an AUO from SOE that was removed once it was successfully achieved. AUOs should change over time as needed by an office.

Adam: Expressed concern that if the onus to create and find AUOs is on PROAC, then it will take away from the pressing work of the committee. The onus should be on the offices to develop their own AUOs.

Dean Char: Agreed and clarified that PROAC should serve in assisting offices to develop strong AUOs, not necessarily to create them. The bulk of the creating and finding AUOs will be the responsibility of each office.

Dean Char: Suggested that Group D be exempt from the Program Review Report (PRR) in 2022. This would allow PROAC to help other programs get up and running and stable.

Diana: Agreed with Dean Char & stated that it should not be a problem.

Dean Char: Opened the floor to discussion around Group B, #1 "Academic Advising" from [Draft List of Groups for Program Review](#). Is there an Academic Advising Group program and who would spearhead the review of that program?

Lisa (experienced technical difficulties but had shared with Dean Char beforehand): There was an Academic Advising Group program in the past, but it currently does not exist.

Dean Char: Does the committee want to delete the group since there is no current Academic Advising Group?

Tayna: Asked if we would go back to having an Academic Advising Group? If there is no future return, then it's acceptable to exclude it from program review.

Roland: Explained that the Counseling Department was responsible in the past for academic advising and so that is why it was assessed within that department. Currently academic advising is the responsibility of each department and no longer falls on the Counseling Department. He suggested that #9 "Learning Support Services: Student Success and Early Intervention (Counseling)" be deleted from Group B of the [Draft List of Groups for Program Review](#).

Dean Char: Asked for more committee input before anything was deleted.

Lisa: Stated that academic advising was included when we initially looked at the taxonomy for program assessment.

Dean Char: Clarified that Counseling DOES provide advising, but it is specific to early intervention to high school students. If we want to include Academic Advising, then in which department would it reside?

Roland: Suggested that it be with Learning and Support Services: Counseling.

Dean Char: Advised that there may be pushback from the Counseling Department since they do not actually do the work of advising.

Geri: Asked if academic advising should be part of the program review of those departments who are actually advising?

Roland: Agreed that it should be put under specific programs since they are doing it.

Dean Char: Asked if it would be embedded in each program as an administrative unit outcome, to which there was agreement.

Lisa: Stated that the Academic Advising Program may be in the Institutional Report.

Dean Char: Stated that it will need to be an action item under Goal 1. She also suggested that

we need further conversation based on confirming what is said about Academic Advising in the Institutional Report, with recommendations to follow.

2. Due to a lack of time, there was no discussion of program review manual [Dominican University CA](), [WSCUC Program Review Resource Guide]() and the [WSCUC Program Review Rubric]()

==Dean Char would like members to review all three documents in preparation for the next PROAC meeting.==

F. Announcements:
1. Dean Char confirmed with Adam to share how the Faculty Senate streamlines the process of accepting its minutes and agenda.
2. Standing dates for summer meetings: June 24, July 8 & 22 at 1:30PM (recommendation to start at 1:30Pm for summer only) via Zoom or on campus pending opening (soft opening is June 15, 2020).
3. First meeting of fall semester: Aug 12

G. Motion to adjourn by Roland. Seconded by Tayna. Dean Char adjourned the meeting at 2:34PM.