

Program Review and Outcomes Assessment Committee
August 12, 2020, 1:30PM
Minutes of Zoom Meeting



The following members were present:

Co-Chair Lisa Hacskaylo, Tayna Belyeu-Camacho, Diana Hocog, Sue Atalig, Shanthia Espinosa, Wil Maui, Lorna Liban, Mike Nurmi, and Geri Rodgers.

Absent Members: Co-Chair Dean Char Cepeda, Adrian Atalig, Shelly Tudela, Simon Necesito, Alexis Cabrera, Jesse Pangelinan, Adam Walsh, Dr. Yunzi Zhang, Roland Merar

Handouts: See links below

A. Meeting called to order by Lisa at 1:40PM.

B. Special reminder given about [procedures](#) for reviewing/accepting [minutes](#) & [agenda](#) before the meeting.

C. The table below summarizes actions concerning “Old Business” taken at the meeting:

Accept 8/12/2020 Agenda *(The agenda was not made available with sufficient time for members to initial their review of it in the tracking document. Therefore, it had to be accepted first before adoption.)*

- Motion to accept by Diana
- Seconded by Sue
- Agenda accepted unanimously

Adopt 7/22/2020 Agenda

Time was given for discussion, but members did not have any questions, comments, or edits to the agenda.

- Motion to adopt by Tayna
- Seconded by Lorna
- Agenda adopted unanimously

Adopt [July 22 Meeting Minutes](#)

Time was given, but members did not have any questions or comments to contribute to the discussion prior to the motion to adopt the minutes.

- Motion to adopt by Sue
- Seconded by Tayna
- Minutes adopted unanimously.

E. The table below summarizes actions concerning “NEW Business” taken at the meeting:

Discussion of [DRAFT PROAC Schedule of Calendar Events](#)

- Lisa presented the calendar and asked for feedback to be shared at the next meeting on Aug 26..
- Lisa highlighted the 8-hour work days that will be used for [teams](#) to review PAFs.
 - September 25
 - October 9
 - April 23
 - May (sometime the week of May 20)
- Lorna asked if department heads could be informed of the special work days. Lisa stated that she and Dean Char will be sure to contact them.
- Geri showed the [template](#) (with the rubric embedded) for each team’s use. The template will be in the Aug 12 sub-folder of the PROAC folder.
- Geri announced the special *PROAC Training for Review Methods in AMS* and asked members to *sign up via the [link](#)*. It will be one-on-one Zoom training.
- Wil asked if the 8-hour work would have a face-to-face component. Lisa stated that it may be possible for teams to have in-person meetings, provided that mask use and social distancing protocols were in place.

[Program Assessment Form \(PAF\) Rubric](#)

- Geri presented the rubric & emphasized that PROAC will be using AMS (the rubric was copied and made into an area referred to as Review Methods), with training dates in [August](#) and September for the convenience of each member.

[Review Teams Selection of NON-ACADEMIC areas:](#)

- Geri explained that areas were grouped together (5 groups of 5 programs) based on length of previous PAFs. Therefore, programs with longer PAFs were grouped with programs who had shorter PAFs.
- Diana pointed out that Rota was left off the list. Geri added Rota to the document during the meeting, bringing the total up to 26 programs.
- Teams were asked to refrain from choosing groups where there would be a conflict of interest due to employment in those areas .
- Lisa announced only one outcome needs to be assessed by each non-academic program. Programs can assess more outcomes, but will only be required to assess one in AY 2020-2021. She also stated that the Program Assessment Manual for non-academic areas is a work in progress and will be presented at the next meeting, with a manual for academic areas available later.
- [Teams as of Aug 12](#): Non-academic areas added. Roland and Yunzi will need to choose their areas at the next meeting.

F. The following announcements were shared:

- Next meeting: **August 26, Time: 12:00-1:00PM**
- Reminder to sign up for *PROAC Training for Review Methods in AMS* via the [link](#).
- HW: Please be prepared to give feedback on the [DRAFT PROAC Schedule of Calendar Events](#) at the next meeting.

F. Motion to adjourn by Diana. Seconded by Tayna Motion carried unanimously with Lisa

adjourning the meeting at 2:37PM.