

Program Review and Outcomes Assessment Committee
September 8, 2021 at 12:00 PM via Zoom
Minutes of the Zoom Meeting



The following members were present:

Chairs: Vilma Reyes, Ryan Calvo, Lorna Liban, Will Abu, Sue Atalig, Wil Maui, Jesse Pangelinan, Diana Hocog, Adam Walsh, Resida Keller, & Geri Rodgers.

Absent Members: Dean Char Cepeda, Dean Randy Yates, Viktoria Buniag, Dr. Yunzi, Mike Nurmi, Victoria Bellas

A. The meeting was called to order by Vilma at 12:05PM.

B. Summary of Old Business taken at the meeting:

Adopt today's agenda

- Motion to adopt with tabled items by Diana
- Seconded by Adam
- During discussion, Vilma asked for addition of a new business item:
PROAC Mtg with Program Authors
- Agenda with tabled and additional item adopted unanimously

Adopt Meeting [Minutes August 11th.](#)

- Motion to adopt as presented by Jesse
- Seconded by Ryan
- Minutes adopted unanimously

Discussion of AUOs (client satisfaction): Clients will be satisfied with the information and services provided by an academic or non-academic office. (***tabled from 6/23, 7/14, 7/28, and again for today 8/11, 9/8***)

Continued Discussion: [Assessment Reflection Document:](#)

- Vilma stated that in response to the suggestion about new member orientation, there is a tentative one scheduled for Oct 20, 12-1PM
- The culture of assessment was brought up for non-academic areas. It is naturally being done, but the word "assessment" is not necessarily used. IT has a star-rating every time a work order is completed, but it's not labeled as an assessment.
- Request was made to the manual to a handout of program assessment or review. changing
- Members are still welcome to type comments directly in the document.

C. Summary of New Business taken at the meeting:

Adopt 2-year Term for PROAC Members

- Some governance bodies that provide a member to PROAC are limited by their respective bylaws, e.g. 1-year term of vice-president of Faculty Senate.
- Better for PROAC to be flexible and revise membership than for governance bodies to change their bylaws to fit PROAC's term limits.
- Question posed if there were limits to the number of members on PROAC. Previous membership lists ensured a wide representation from staff, students, and faculty with at least 1 representative from each 4-year degree-awarding program.
- Suggestion that faculty representation be appointed by the Dean of APS for each department in lieu of faculty senate. This would occur if there were no voluntary faculty members to PROAC.
- This was tabled for further discussion at the next meeting.

Review the Rubric and adopt [revised rubric](#)

- It was suggested to strike the criteria under Rubric 1a: Summary of Data in which programs need to report actual and expected results (most programs scored zero on this criteria).
- Others suggested that the criteria be retained, but made optional for programs to report the expected along with the actual results quantitatively.
- It was suggested to strike the last 3 criteria on Rubric 1b: Use of Results, which asks programs to report who and when the results are expected to happen.
- This discussion was tabled for further discussion at the next meeting.

Discussion of [PROAC Mtg with Program Authors](#) (tabled until next meeting)

D. Summary of announcements:

- Sept 30th: Tentative Deadline PRR
- October 13: Standing Meeting
- Oct 27: Mtg Cancelled due to accreditation activities
- Oct 20, 12:00-1:00PM: Proposed Orientation for New PROAC Members.
- [Tracking Sheet: Summary of Results and Use of Results](#) (as of 7.30.21)
- Pause on PAF & PRR submission for AY 2021-22

E. Adjournment: There was a motion to adjourn by Lorna and seconded by Jesse. Meeting adjourned by Vilma at 12:59 PM.