



PROAC

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

Thursday, July 21, 2011, 10:00a.m. to 11:00a. m.
Board of Regents Conference Room, As Terlaje Campus

Minutes of Regular Meeting

- I. CALL TO ORDER
- II. ROLL CALL/ATTENDANCE
See below for attached attendance sheet.
- III. ADMINISTRATIVE MATTERS
- IV. ADOPTION OF MINUTES
- V. OLD BUSINESS
 - A. Linking Program Review to FY 2012 Budgeting and Resource Allocation
 - B. Cycle 4 of Program Review
 - i. Form 3
 - 1. What worked, what didn't work, what can we do to improve in the future
 - 2. What works?
 - a. Bobbi- gave me a perspective and understand of other offices' role and impact on the College
 - b. Leo- we were able to address the situation expeditiously and timely
 - c. Roy- self-evaluation
 - d. Floyd- look at the offices and better know what they do
 - e. Amanda- reading other Form 3s brought to light some ideas that can be applied to IT; such as, cost

saving methods. It gave program review more meaning.

- f. Jennifer- found out what other departments need
- g. Thomas- call on everyone to participate in the process
- h. Roger echoed everyone's statements
- i. Floyd echoed everyone's statements
- j. Amanda- brought some cost saving ideas.
- k. Marie- makes us take a look where we should make those necessary cuts.

3. What didn't work?

- a. Bobbi- voting was very difficult
- b. Thomas- no problems
- c. Leo- felt that the process was a little bias, the legitimacy of the process,
- d. John- didn't get everyone on-board, results don't seem to support an indicative academic institution
- e. Roy- work vs. time, rubric, some answers did not fit the question
- f. Roger- voting vs. priorities of an academic institution
- g. Floyd- lack of justification, lack of attendance in the appeals
- h. Amanda- timelines more stringent, formatting guidelines, rubrics
- i. Jennifer- sections with N/As
- j. Marie Coleman- skill vs. expectations, focus on solutions
- k. Lisa- rationalizing
- l. Martin- fairness

4. What needs to be improved?

- a. Maria- other ways to gather information on concerns

- b. Bobbi- ability for the programs take a look at what they have written and make necessary changes, sensitive to the fact that maybe not everyone got the word.
- c. Leo- prioritizing mission fulfillment vs. cost cutting
- d. John- reduce number of questions, have an impartial committee take a look at the Form 3 and the process
- e. Roy- streamline questions better.
- f. Floyd- N/A- state why it is N/A, never answer a question with an "N/A."
- g. Jen- agreed with the strategic budget cut.
- h. Amanda- have another institution evaluate the Form 3s, mandatory trainings. Proofreading with sister departments
- i. Marie- "Voting composition should include stakeholders, such as students, BOR members, and community members, as was done with the Drake Model. Also, that the implementation time frame based on the Drake Model was three (3) fiscal years. Last, after initial vote on the Form 3, departments should receive a list of their ranking based on the vote, since all departments are allowed to lobby, which could move other departments to lower rankings."
- j. Marie agreed to have a Strategic Planning Summit. Separate the Form III between the Faculty and Staff. Include the stakeholders to be part of the voting system. Have one author for the entire Form III process. Require everyone to come to state their case. Have the community be informed on how we voted.

VI. Marie- NEW BUSINESS

VII. OTHER MATTERS

VIII. What impact did today's dialogue and/or work have on student learning?

IX. ADJOURNMENT

- Adjourned at 11:00AM

PROAC

Regular Meeting/Work Session

Date: 07/21/11

**Day: Friday Time: 10:00AM to 11:00AM
Place: Board of Regents Conference Room**

ATTENDANCE SHEET

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.	Antonio Tiples	Student (Appointed by ASNMC)/ASNMC Vice President	
3.	Dr. Sharon Hart	NMC President	
4.	Barbara Merfalen	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao (<i>Floyd Masga served as a proxy</i>)	Acting Dean, Community Programs and Services	PRESENT
7.	Roger Madriaga	Chief Financial and Administrative Officer	PRESENT
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	
10.	John Jenkins (<i>Roy Greenland served as a proxy</i>)	Faculty Representative, School of Education	
11.	John Cook (<i>Dr. John Griffin served as a proxy</i>)	Vice President of the Faculty Senate	PRESENT
12.	Amanda Allen	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.		Faculty Member (Appointed by Faculty Senate)	
14.	Matt Pastula (<i>Tom Sharts served as a proxy</i>)	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	James Kline	Faculty Representative, Academic Council	
16.	Floyd Masga	Vice President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Keane Palacios	PM, OIE	PRESENT
	Ray Muna	OIE/PC	PRESENT
	Lisa Hacskaylo	OIE/IR	PRESENT

Velma Deleon Guerrero

Liberal Arts

PRESENT