



## PROAC

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

Friday, June 12, 2009, 2:30PM  
Rm, BOR, As Terlaje Campus

#### **MINUTES of Regular Meeting**

- I. CALL TO ORDER
  - a. The meeting was called to order at approximately 2:30PM by William M. Castro, Chairperson. Keane Palacios, Program Coordinator, OIE, serving as recorder.
- II. ROLL CALL
  - a. Quorum was established. See attached attendance sheet.
- III. JOINT COMMITTEE MEETING MINUTES OF:
  - a. Wednesday, May 27, 2009. Minutes were provided to PROAC members
  - b. Thursday, May 28, 2009. Minutes were provided to PROAC members
- IV. ADMINISTRATIVE MATTERS
  - a. Deadlines
  - b. Third Cycle Calendar
- V. OLD BUSINESS
  - a. Program Review**
    - i. Compliance Matrix
      - 1. Provided to PROAC members
  - b. Planning**
    - i. Updated Ops-Plan Year 2
      - 1. Dr. Debra Cabrera explained that some modifications were done to Goal 1.1-1.5

2. Mr. Ray Muna from OIE will be compiling the changes to the Ops-Plan and PROAC will be approving the revisions. He will be meeting with authors to go over proposed changes.

**c. Budgeting**

**VI. NEW BUSINESS**

**a. Student Achievement Data in support of Program Review**

- i. Ms. Lisa HacsKaylo: some refinements were made for the 2<sup>nd</sup> cycle and that all the items that were required that we did not have last year are in place

**b. Form 2 Academic Programs**

- i. Director William Castro opened the discussion on the revised Form 2. The points discussed included the following:
  1. Sign off Sheet: every member of the program reviews the document and signs off on it
  2. Brief History and Description of the Program
    - a. Part b is the change to the section
  3. Insertion of NMC mission statement
  4. Part C: insertion of a text box
  5. Section II: summarization of the impact of the 1<sup>st</sup> cycle
  6. Market Demand
  7. Student Profile
  8. Student Enrollment
  9. Student Achievement
    - a. 2<sup>nd</sup> cycle: we include all eight WASC requirements, Beno 8
  10. Section V: A1: Organizational Chart: College and Program,
  11. Discussion on the report on the existing authorized, but not filled faculty positions and then new
  12. Section 7: Strategic planning and implementation plan

13. Insertion: Section III: Section D: Program Advisory Councils

14. Scratch that Form 2s be submitted directly to PROAC and follow existing protocol

**ii. Dr. Debra Cabrera moved to approve Form 2 for Academic and Certificate Programs program review 2009 for 2<sup>nd</sup> cycle as revised with suggested changes and seconded by Ms. Janice Tenorio.**

**c. Form 2 Academic Support and Administrative Programs**

i. Director William Castro opened the discussion on the revised Form 2. The points discussed included the following:

1. Section III

a. Specific Functions of Program → Program Services

b. Insert program mapping

2. Section IV

a. Commentary under Data and Evidence

3. Appendices: insert a mapping template

4. Dr. Debra Cabrera suggested that all programs to map to the ILOs

**5. Ms. Janice Tenorio moved to approve, as revised, the Form 2 Academic Support and Administrative Programs and seconded by Dr. Debra Cabrera**

6. Section VI: D: Grievance of Partnerships

VII. OPEN DISCUSSION

a. Composite Report, Form 2s are due on June 19<sup>th</sup> and the Composite Report supposed to be finalized on June 30.

b. PROAC had a discussion on who will be responsible for approving program mission statements and learning outcomes. No decision was made, but Director William Castro and Dr. Debra Cabrera suggested that program mission statement and learning outcomes should be approved by Academic Council and the President.

- c. OIE Program Coordinator, Keane Palacios, made a short briefing of the assessment tool, TracDat, with the input of Randal Nelson. Worksessions will be scheduled with PROAC, Academic Council, and Groups A,B,C, and D.

VIII. ANNOUNCEMENTS

IX. ADJOURNMENT