



## PROAC

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

Friday, May 6, 2011, 10:00 a. m. to 11:00 a. m.  
Rm, D-1, As Terlaje Campus

### Minutes of Regular Meeting

- I. CALL TO ORDER  
Meeting was called to order at 10:10AM
- II. ROLL CALL/ATTENDANCE
- III. ADMINISTRATIVE MATTERS
  - a. End at 11:00AM for Faculty Senate
- IV. ADOPTION OF MINUTES
  - A. Adoption of Agenda
    - a. **Moved by Dr. Griffin and seconded by Bobbi to adopt the agenda**
    - b. **Motion carries**
  - B. April 29, 2011 Regular Meeting Minutes
    - a. **Moved by Dr. Griffin and seconded by Jim to adopt the minutes**
    - b. **Motion carries**
- V. OLD BUSINESS
  - A. Linking Program Review to FY 2012 Budgeting and Resource Allocation
    - Training for Form 3 Authors
      - Authors will get an info path file
      - Similar to the Form 2
    - Form 3 Procedures
      - **Moved by Dr. Griffin and seconded by Jim to adopt the procedures**

- Deadline- June 3<sup>rd</sup>
- Do it electronically
- Clarified step 5
- Leo- step 6- Deans are not allowed to vote for programs under them
  - Leo: will a proxy be allowed for those who recuse themselves from voting?
    - Galvin: we will need pool of proxies or substitutes
  - Take out number 6
    - **Moved by Dr. Griffin**
    - **Motion carries**
- Expenditure authority are the primary authors
  - Authors must be the ones who submit
- General steps in the process
  - Looking at the 6 areas
  - Results will be publicized
  - Dialogue
  - PROAC will go to a second round of voting
  - Dialogue
  - Final vote
  - If there are still disputes, the final decision will come from the President or the Board
  - Results will go to BAFC
- Authors are leaning more to having 2 rounds
  - **Moved by Dave and seconded by Matt to have the 2<sup>nd</sup> round of voting be final round**
- It will be up to PROAC and BAFC to discuss about the decrease list

#### B. Cycle 4 of Program Review

- Compliance Matrix—Update
- Form 2 Committee—Update

## VI. NEW BUSINESS

VII. OTHER MATTERS

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

IX. ADJOURNMENT

Meeting was adjourned at 11:00AM

**PROAC**

**Regular Meeting/Work Session**

**Date: 05/06/11**

**Day: Friday**

**Time: 10:00AM to 11:00AM**

**Place: D-1**

**ATTENDANCE SHEET**

|     | <b>NAME</b>                                   | <b>TITLE</b>   | <b>SIGN/INITIAL</b> |
|-----|---|--|---------------------|
| 1.  | <b>Galvin Guerrero</b>                        | Director of Institutional Effectiveness<br>(PROAC Chair) | PRESENT             |
| 2.  | <b>Antonio Tiples</b>                         | Student (Appointed by<br>ASNMC)/ASNMC Vice President     |                     |
| 3.  | <b>Lorraine Cabrera</b>                       | Interim NMC President                                    | PRESENT             |
| 4.  | <b>Barbara Merfalen</b>                       | Dean of Academic Programs and<br>Services                | PRESENT             |
| 5.  | <b>Leo Pangelinan</b> (Cyndi DLG<br>as proxy) | Dean, Student Services                                   | PRESENT             |
| 6.  | <b>Dave Attao</b>                             | Acting Dean, Community Programs and<br>Services          | PRESENT             |
| 7.  | <b>Kathy Palacios</b>                         | Acting, Chief Financial and<br>Administrative Officer    |                     |
| 8.  | <b>Jennifer Barcinas/ Martin<br/>Mendiola</b> | Staff Representative, Rota Instructional<br>Site         |                     |
| 9.  | <b>Maria Aguon/<br/>Rose Lazarro</b>          | Staff Representative, Tinian<br>Instructional Site       |                     |
| 10. | <b>John Jenkins</b>                           | Faculty Representative, School of<br>Education           | PRESENT             |
| 11. | <b>Dr. John Griffin</b>                       | Vice President of the Faculty Senate                     | PRESENT             |
| 12. |   | Faculty Member (Appointed by<br>Faculty Senate)          |                     |
| 13. | <b>Dr. Eric Belky</b>                         | Faculty Member (Appointed by<br>Faculty Senate)          |                     |
| 14. | <b>Matt Pastula</b>                           | Faculty Member (Appointed by<br>Faculty Senate)          | PRESENT             |
| 15. | <b>James Kline</b>                            | Faculty Representative, Academic<br>Council              | PRESENT             |
| 16. | <b>Randall Nelson</b>                         | Vice President of the Staff Senate                       |                     |

**OTHERS PRESENT**

|  |                 |                  |         |
|--|-----------------|------------------|---------|
|  | Keane Palacios  | PM, OIE          | PRESENT |
|  | Ray Muna        | OIE/PC           | PRESENT |
|  | Lisa Hacskaylo  | OIE/IR           | PRESENT |
|  | Velma Mafnas    | ABE              | PRESENT |
|  | Joe Peters      | SOE              | PRESENT |
|  | Elsie Cabrera   | ABE              | PRESENT |
|  | Cyndi DLG       | OAR              | PRESENT |
|  | Larry Lee       | Faculty Senate   | PRESENT |
|  | Judy Torres     | CJ               | PRESENT |
|  | Daisy Propst    | FAO              | PRESENT |
|  | Clarice Arriola | CACP             | PRESENT |
|  | Timothy Baker   | CP&S             | PRESENT |
|  | Roger Madriaga  | Special Projects | PRESENT |
|  | John Manalo     | HRO              | PRESENT |
|  | Amanda Allen    | IT               | PRESENT |
|  | Jack Kiyoshi    | HRO              | PRESENT |
|  | Bobbie Hunter   | HRO              | PRESENT |
|  | John Guerrero   | Admin Services   | PRESENT |
|  | Thomas Sharts   | SSFA             | PRESENT |