



## **PROAC**

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

Wednesday, October 28, 2009, 8:30 a. m. to 10:00 a. m.  
Rm, N-5, As Terlaje Campus

#### **Agenda** **Regular Meeting**

1. CALL TO ORDER
  - a) The meeting was facilitated by the PROAC Chairman, Galvin Deleon Guerrero.
2. ROLL CALL/ATTENDANCE
  1. Galvin Deleon Guerrero, Director of OIE
  2. Daniel Kintol, Student (appointed by ASNMC)
  3. Dr. Carmen Fernandez, President of NMC
  4. Cynthia Deleon Guerrero, Dean of APS
  5. Janice Tenorio, Dean of SSS
  6. Felicitas Abraham, Dean of COMPASS
  7. Velma Deleon Guerrero, Faculty Representative, School of Education
  8. Dr. Dean Papadopoulus, Faculty Member (appointed by Faculty Senate)
  9. Eric Johnson, Faculty Member (appointed by Faculty Senate)
  10. Frank Sobolewski, Faculty Representative, Academic Council
  11. Joyce Taro, Vice President of the Staff Senate
  12. Lisa Hacskaylo, Institutional Researcher, OIE
  13. Keane Palacios, Program Coordinator, OIE
  14. Ray Muna, Administrative Manager, OIE
  15. Martin Mendiola, Program Coordinator, Rota
  16. John Manalo, Program Manager, CDI
3. ADMINISTRATIVE MATTERS

4. ADOPTION OF MINUTES

1. October 21, 2009 Regular Meeting Minutes

- a) Dean suggested that pg. 2, 6<sup>th</sup> bullet should have stated “agreed” rather than “disagreed.”
- b) Dean clarified that “it” on pg.2 6<sup>th</sup> bullet refers to program outcomes.
- c) Lisa clarified that pg. 2, 2<sup>nd</sup> bullet should have stated, “volunteer to assist” rather than “volunteer to become a member.”

5. OLD BUSINESS

A. Assessment Updates

i. SENSE Workshop: April 11—13, 2010

- a) Galvin suggested that the President, Dean Cindy, Dean Jan,
- b) President Fernandez strongly suggested that a faculty member must attend the SENSE Workshop.
- c) Current attendees are the President, Jan, Cindy, Galvin and Dean.
- d) Moved by Tee and seconded by Jan to have the President, Jan Cindy, Galvin, and Dean sent to the workshop.

ii. ACCUPLACER

i. October 26—30: Math pilot testing

- a) Galvin stated that everything should be sent out by January
- b) Dean suggested that use a cut off range than cut off number.
- c) Dean asked if ACCUPLACER could be used as an exit test?
- d) Galvin answered that it would not.

ii. November 2009: English and Math departments align SLOs

iii. January 2010: Continue pilot testing.

B. General Education Committee Work

i. General Education Mission

ii. General Education SLOs Cycle 2 Program Review

C. Cycle 3 Program Review

i. Program Outcomes Deadline: November 25, 2009

- a) Galvin stated that an email will be sent out in regarding participation in program review.
- b) Galvin stated that were still accepting suggestions.

ii. Revised/simplified Form 2

- a) Galvin stated that OIE is open to any changes.

iii. Training and Support

- a) Galvin stated that OIE will be issuing out a training schedule to all programs and Ray Muna will be sending out a schedule from now onto 11/20.
  - b) President expects that supervisors work closely with staff to finish it in a timely fashion and we now don't expect to get a listing of departments that didn't submit their Form II's.
  - c) Galvin recommended that each department read the new book , *Core Indicators of Assessment*.
- a. Outcomes Training Schedule
  - b. TracDat Training Schedule

6. NEW BUSINESS

A. PROAC Master Calendar—Update

- a) Jan recommended that we put SENSE or add it in the master calendar.
- b) Cindy asked that 11/12-13 on the10/23 Master Calendar replace the 11/13-14 and level 2 training outcomes in 1/28-3.
- c) Change the “PROAC Master Calendar” to “PROA Master Calendar.”
- d) Galvin stated that we will get the BAFC Calendar and combine with the PROAC Master Calendar.
- e) Galvin stated that we do a Year II update and follow the same deadline as last year.

- f) Galvin asked Keane to send out a reminder and input it to TRAC DAT.

B. Records of Dialogue for Cycle 2 of Program Review

- a) Galvin was confused because each group had a lot of people.

C. Institutional Priorities for new funding for the FY2011 Operations Budget

- a) Galvin asked how do we get the Recommendations from the previous cycle, OPS Plan, and other priority and send it to BAFC?
- b) Galvin asked again how do we decide to which recommendation to BAFC is a number one priority?
- c) Galvin stated that linking the institutional recommendations to planning is important to BAFC, but the linking it to budget and resource allocation is more important. There is no process in place to correlate PROAC recommendations to BAFC.
- d) Tee suggested that we research from other institutions the process to try and correlate both PROAC and BAFC.
- e) President Fernandez stated we have the KPI's and it will establish the master list, thus we can fund all the priorities.
- f) President Fernandez stated that the academic mission is the most important and most critical mission to the college.
- g) President stated that we should make our own process and implement it in the manual.
- h) Galvin stated that it will be great to have a working session through teams.
- i) Galvin that Tee work on the task force for implementing this processes and criteria used by other institutions. Galvin suggested to have Keane, Tee, Joyce, Bobbi Merfalen, and Martin Mendiola.
- j) Galvin suggested to using the 2008 and 2009 Composite Report as a resource.

D. Annual Planning Summit: November 6, 2009

- a) President stated that this summit refers to the OPS Plan. Just to see if we met it.

- b) President stated that the Annual Planning Summit be put in late February.
- c) Dean suggested that we do a public announcement in the newspaper regarding the rescheduling of this summit.

7. OTHER MATTERS

- a) Tee suggested to have training on research expansion.
- b) Galvin suggested to have outcomes be done first then we can do the training on research expansion.

8. ADJOURNMENT

- a) Adjourned at 9:54AM