



PROAC

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

Tuesday, September 21, 2010, 3:30 p.m. to 5:00 p. m.,
N-5, As Terlaje Campus

Minutes of Regular Meeting

I. CALL TO ORDER

The meeting was called to quorum at approximately 8:45AM by Galvin Deleon Guerrero. Ray Muna and Keane Palacios, served as recorders.

II. ROLL CALL/ATTENDANCE

Quorum was established. Please refer to the attached attendance sheet.

III. ADMINISTRATIVE MATTERS

IV. ADOPTION OF MINUTES

A. August 4, 2010 Regular Meeting Minutes

i. Motion made by Dr. John Griffin and seconded by James Kline

ii. Motion passed

V. OLD BUSINESS

A. Book Discussion: Core Indicators of Effectiveness for Community Colleges, 3rd Edition by Alfred, Shults, and Seybert)

i. Galvin tabled this to next week's meeting with Gen Ed. Committee

B. Cycle 3 of Program Review—Form 2

i. Submission rate about 25%

ii. Discussed the group members and leaders and Galvin discussed the process of reviewing Form 2s

1. Galvin stated we need a game plan for reviewing Form II's.

2. Galvin stated that this is the busiest time for PROAC because we need to come up with a consensus if program's Form II's should be accepted or rejected.

3. Leo asked if there are rubrics to assist group members
4. Galvin answered yes.
5. Galvin asked what if everyone reviews a program's Form II?
6. Lisa stated that it will get everyone oriented.
7. Galvin asked if we can review at least two Form II's, one from Academic and one from non-Academic.
8. Leo suggested that we should keep program's "grade" or decision anonymous.
9. Dr. Griffin suggested that we review a Form II and discuss as a group.
10. Galvin suggested that work will be done if everyone works as a team.
11. PROAC members will review submissions and report findings at the meetings
12. Start date: September 24, 2010- October 24, 2010
13. Plan on working with 2 Form 2s in the next PROAC meeting- academic and non-academic
14. PROAC discussed about confidentiality. Galvin stated that he will clarify what will be confidential.

C. FY 2011 Budget Prioritizing

- i. Submission rate for prioritized outcomes- 25%
- ii. Randall asked if we can skip programs that receive money from federal grant.
- iii. Galvin stated that we let it run it's course.

VI. NEW BUSINESS

A. Mission Mapping

- i. This originated from Management Team.
- ii. We have to make sure that every program's mission is linked to the college's mission.
- iii. PROAC has been asked by MT to take a look at all program's mission statement.
- iv. Galvin stated that this might happen after October.

- v. Lawrence D. stated that NMC should have a chart that positions the Tinian site in a way that creates some sort of intermingling, there is discussion that there is a disconnect or confusion in the lines of authority
- vi. Galvin stated that Tinian has more than one channel of communication
- vii. Maria stated that everyone should know that they also cater to both Tinian and Rota sites.
- viii. Martin stated that all programs left on the Rota site are federal programs. It has to be a team effort.
- ix. Galvin agreed with their statements and wants to discuss this in the management team level.

VII. OTHER MATTERS

A. Accreditation Update

- i. Progress Report tomorrow on Accreditation efforts
- ii. Next week Friday- Draft Progress Report
- iii. Leo P. stated that managers are asking the timeline of cycle 4
 - 1. Planned start date for Form 1 is this Friday, 09-24, cycle 4 may end September 2011 to accommodate both the academic programs and federal programs

B. What impact has the dialogue had on student learning?

- i. Roze (Tinian)- collaboration, cooperation
- ii. Leo P.: driving for quality
- iii. Randall N: no set cycle, templates, maybe student learning must be unsure
- iv. Amanda A.: indirect impact learning
- v. Keane P.: indirect impact- better processes hopefully better outcomes
- vi. Galvin: the program review process is broken and needs to be revisited or refined

VIII. ADJOURNMENT

The meeting was adjourned at 4:51PM

PROAC**Regular Meeting/Work Session****Date: 09/22/10****Day: Wednesday****Time: 8:30AM to 10:00AM****Place: N-5****SIGN-IN SHEET**

	NAME	TITLE	SIGN/INITIAL
1.	Galvin Guerrero	Director of Institutional Effectiveness (PROAC Chair)	PRESENT
2.		Student (Appointed by ASNMC)/ASNMC Vice President	
3.	Lorraine Cabrera	Interim NMC President	
4.	Barbara Merfalen	Dean of Academic Programs and Services	PRESENT
5.	Leo Pangelinan	Dean, Student Services	PRESENT
6.	Dave Attao	Acting Dean, Community Programs and Services	
7.	Henry Hofschneider	Chief Financial and Administrative Officer	
8.	Jennifer Barcinas/ Martin Mendiola	Staff Representative, Rota Instructional Site	PRESENT
9.	Maria Aguon/ Rose Lazarro	Staff Representative, Tinian Instructional Site	PRESENT
10.		Faculty Representative, School of Education	
11.		Vice President of the Faculty Senate/ <i>Permanent Proxy</i>	
12.	Eric Belky	Faculty Member (Appointed by Faculty Senate)	PRESENT
13.	Dr. John Griffin	Faculty Member (Appointed by Faculty Senate)	PRESENT
14.	Matt Pastula	Faculty Member (Appointed by Faculty Senate)	PRESENT
15.	James Kline	Faculty Representative, Academic Council	PRESENT
16.	Randall Nelson	Vice President of the Staff Senate	PRESENT
OTHERS PRESENT			
	Keane Palacios	Program Manager, OIE	PRESENT
	Ray Muna	Program Coordinator, OIE	PRESENT
	Lisa HacsKaylo	Institutional Researcher, OIE	PRESENT

	Skep Palacios		PRESENT
	Amanda Allen	IT	PRESENT
	Lawerence Duponcheel	4-H Coordinator	PRESENT