

Minutes of PROAC Meeting (*amended 01/22/2020 by PROAC*)
December 4, 2019
12:00-1:00PM
Board of Regents Conference Room

[Handouts for meeting:](#)

Agenda 12/4/19, Minutes 3/6/19, 4/3/19, 11/13/19, PROAC Membership Sheet

Members Present ([Sign-in Sheet](#)): Dean Char Cepeda, Diana Hocog (via Zoom), Roland Merar, Lorna Liban, Michael Nurmi, Adam Walsh, Simon Necesito, Queanna Sablan, Wil Maui, Adrian Atalig, Geri Rodgers, Tayna Belyeu-Camacho, Alexis Cabrera

Members Absent: Shanthia Espinosa, Shelly Tudela, Jesusa Atalig, Yunzi Zhang, Jesse Pangelinan

Guests: VP Cyndi Deleon Guerrero, VP for LSS
Lisa HacsKaylo, Interim Director OIE

Please note the following:

1. Dean Char called the meeting to order at 12:21PM.
2. She gave committee members about 10 minutes to review minutes and notes before voting to adopt them.
3. Clarification:
 - a. Lisa pointed out that Mar 6 and April 3 meetings were already discussed at previous meetings, but no action was taken.
 - b. Geri asked to be added to the list of absent members for the November 13 meeting.
4. Adoption of minutes:

Date of Meeting	Action taken:
November 13, 2019	<ul style="list-style-type: none">● Lorna made a motion to adopt the minutes with change of Geri added to absent members● Motion seconded by Roland● Motion carried with a unanimous affirmative vote
April 3, 2019	<ul style="list-style-type: none">● Tayna made a motion to adopt the minutes● Motion seconded by Simon● Motion carried with a unanimous affirmative vote
Mar 6, 2019	<ul style="list-style-type: none">● Alexis made a motion to adopt the minutes● Motion seconded by Tayna● Motion carried with a unanimous affirmative vote

5. Discussion of minutes: VP Cyndi posed a question about the timeline from the Mar 6 minutes. Lisa clarified that the schedule was specific to that time period. VP also asked about what was meant (from Nov 13 minutes) by "Previous PROAC recommendations: This was tabled to the next meeting." She said it was too vague. Dean Char stated this was about the collection of data and the Forms 1 from Academic Programs 2018-2019.
6. Dean Char: Discussion of closing the loop for AY 2018-19. Fill in the gaps for years that lack history. For AY 2014-2017 there were attempts to collect data. IT created an X file to transfer documents into this new repository. There is a 3 year cycle.
7. Recommendation from VP Cyndi: Make a decision about where to start. What are we stating about the years for which there are gaps? How will this be addressed in the Institutional Report?
8. There was a lively discussion between VP Cyndi, Dean Char, Wil, Lisa, Adrian about how far to go back for the Forms 1. "There was a general agreement that PROAC should not go back to documents prior to 2017-2018." It was decided to look for the email when there was a call made for Forms 1. This determines how far to go back.
9. Dean Char and Lisa will write a response speaking to acknowledgement of gap and attempt to retrieve documents.
10. There was a discussion around the need for training in how to use the rubric and what to look for in the Form 1. Training will be on Dec 6 and Dec 11, 12-1PM in BOR Conference Room or the HR Conference Room. Email will be sent to inform members. Geri to work on PPT with Dean Char and Lisa.
11. There was a motion to table (by all members and seconded by all) the remaining items on the agenda since the discussion was necessary surrounding how far to go back on the Forms 1. Tabled agenda items: confirmation of PROAC membership, call for PROAC Form 1 2019-2020, and Transformative Learning Presentation by Geri Rodgers
12. Meeting adjourned at ~1:30PM