

**Program Review and Outcomes Assessment  
Committee February 3, 2021 at 12:00 PM**  
(rescheduled from January 27, 2021)  
**Minutes of the Zoom Meeting**



The following members were present:

Co-Chairs Dean Char Cepeda & Lisa Hacsckaylo, CFO David Attao, Tayna Belyeu-Camacho, Lorna Liban, Mike Nurmi, Wil Maui, Jesse Pangelinan, Adam Walsh, Dr. Yunzi Zhang, Ryan Castro, Resida Keller, Sue Atalig, Alexis Cabrera-Manglona, & Geri Rodgers

Absent Members: Jean Castro, Diana Hocog, Maia Pangelinan

Special Guest: Alyssa Attao, proxy for Maia Pangelinan

A. The meeting was called to order by Lisa at 12:01PM.

B. Summary of Old Business taken at the meeting:

***Adopt today's agenda***

- Motion to adopt by CFO Dave
- Seconded by Sue
- Agenda adopted unanimously

***Adopt [Dec 9 Meeting Minutes](#)***

- Motion to adopt by Adam
- Seconded by Tayna
- Minutes adopted unanimously

There was continued discussion on improvements for the assessment process, specifically the [plan for second review of PAFS](#). Geri presented it with more details by Adam.

- Motion to accept the plan for 2-team review of PAFs by Adam
- Seconded by Dean Char
- Motion adopted unanimously

Discussion about PROAC representation from Faculty and Staff Senate:

- Lisa led the [discussion about membership](#) from the Staff and Faculty Senate, emphasizing the need for continuity of members. She restated that PROAC could make a recommendation to each of the respective senates alter their constitution so that vice-presidents do not necessarily need to sit on PROAC. It could be by appointment or nomination of individuals who are members of each respective assembly or member-at-large (not necessarily a senator).
- Adam commented that when this happened in the past, more often than not, the faculty would decline the appointment or nomination. He suggested that faculty representation could be done through departments, with a rotation schedule.
- Wil echoed that he supported the PROAC member rotation schedule for faculty. He pointed out that the problem is that the workload of PROAC exceeds work done in

other committees. He suggested to follow faculty compensation with overload pay for an extra course. He also suggested that faculty membership on PROAC could be equivalent to working on 2 committees, which is a faculty contractual obligation.

- Both Lisa and Dean Char addressed the fact that the extensive workload last fall was due to a reboot of program assessment across the institution due the dormancy of PROAC for many years.
- There was discussion about term limits for PROAC members, with a suggestion of 2 years. Lisa suggested a longer term limit for the sake of continuity in the work of the committee.
- CFO Dave asked if the action was for PROAC to make a recommendation.
- Lisa asked if the committee was ready to make a motion of the recommendation for flexibility of representation to PROAC from the Faculty Senate and Staff Senate.
- CFO Dave suggested to let the appropriate governing bodies decide what they wanted to do.
- Geri suggested that she and Adam simply present these suggestions (that it could be the vice president or a member of the assembly) to their respective senates and present the input to PROAC at a later date. Adam agreed and stated that he has added it to the agenda for the next Faculty Senate meeting.
- Wil asked how representatives from the departments (namely School of Business) are appointed to PROAC. Is it on rotation, and how long do they serve? He echoed Adam's sentiments that there should be a rotation schedule so various faculty could share their knowledge on PROAC.
- Dean Char responded that the process for faculty members (in order to meet their contractual obligation to serve on two committees) is to seek the assistance of the direct supervisor who can provide information of available committees. As a response to Wil's earlier comment, she agreed that it makes sense to have PROAC count as two committees due to the extensive workload.
- Lisa stated that in some departments, faculty have total control of which committees in which they serve, which demonstrates the different approaches to faculty finding committees.
- Dean Char responded to Wil's question about the School of Business since the department is named specifically to appoint a representative to PROAC. She agreed with Wil's suggestion that faculty from the School of Business should be on a rotation schedule for service on PROAC.

C. Summary of New Business taken at the meeting:

<p><b>Adopt PROAC Membership</b> <b>PROAC Membership Roster (as of 12.9.20)</b></p> <ul style="list-style-type: none"> <li>• Motion by Wil</li> <li>• Seconded by Lorna</li> <li>• Membership roster adopted unanimously</li> </ul>
<p><b>TABLE Discussion until next meeting:</b> Workload credit for PROAC membership should be counted as two committees (tabled due to time constraints)</p> <ul style="list-style-type: none"> <li>• Motion by Adam</li> <li>• Seconded by Dean Char</li> <li>• Motion passed unanimously</li> </ul>
<p><b>Liberal Arts PAF:</b> Ms. Lorna and her team agreed to present their findings of each rubric for Liberal Arts at the Feb 10th meeting.</p>

Summary of announcements:

- Dean Char announced the proposed academic programs for Program Review 2020-21: SOE, Nursing, Liberal Arts, NRM
- Lisa announced the two February Standing Meetings: Feb 10 & Feb 24

E. Adjournment: There was a motion to adjourn by Dean Char and seconded by CFO Dave. Meeting adjourned by Lisa at 12:55PM.