Program Review and Outcomes Assessment Committee
April 14, 2021 at 12:00 PM
Minutes of the Zoom Meeting

The following members were present:
Co-Chairs Lisa Hacskaylo & Vilma Reyes, Diana Hocog, Sue Atalig, Wil Maui, Adam Walsh, Resida Keller, Dr. Yunzi Zhang, Lorna Liban, Mike Nurmi, Victoria Bellas & Geri Rodgers

Absent Members: Co-Chair IVP Char Cepeda, CFO David Attao, Ryan Calvo, Jean Castro, Tayna Belyeu-Camacho, Alexis Cabrera-Manglona.

A. The meeting was called to order by Vilma at 12:02PM.

B. Summary of Old Business taken at the meeting:

Adopt today's agenda
- Motion to adopt by Diana
- Seconded by Adam
- Agenda adopted unanimously

Adopt March 31st Meeting Minutes
- Motion to adopt by Lorna
- Seconded by Sue
- Minutes adopted by majority. Abstention by Adam

Discussion of deadline for Summary of Data and Use of Results for academic programs (tabled from last meeting)
- Lisa opened the floor for the committee to decide on a deadline for Academic Programs who need data from the final exams and projects. Several deadlines were suggested, but ultimately there was agreement to pose the question to the respective department heads to make the decision.
- Motion from Adam that PROAC will contact academic department chairs directly for a date that is suitable for the submission of the final two areas of the PAF (Summary of Data and Use of Results).
- Seconded by Wil
- Motion passed unanimously

Discussion: Program Review Report (PRR) Tentative Deadline, August 9th
- Motion to accept the deadline of Aug 9th as the final deadline for the PRR by Adam
- Seconded by Sue
- Motion passed unanimously.

C. Summary of New Business taken at the meeting:

Discussion of programs on Checklist
- Geri opened the floor for a decision on action for the 4 programs who scored zeroes on the first three parts. Should they move forward with the remaining 2 parts of the PAF?

- Team leads (who scored the PAFs of these 4 programs) agreed and stated that they should not go forward. They also pointed out the need for further training & support in writing outcomes and aligning the measures to the outcomes and collecting data. It was confirmed that this support would be given by OIE to help these 4 programs succeed in program assessment.
- Motion by Adam to accept the recommendation: HR, UCEDD, OAR, and the Library will not proceed to data collection and the use of results (due their score of zero on the first part of program assessment).
- Seconded by Wil.
- Motion passed unanimously.
- There is a possibility of one more program (PLA) that may not proceed with the last 2 areas. Geri is waiting to hear from the team lead.

D. Summary of announcements:

April 28: Next standing meeting
May 7: Deadline for Non-Academic Areas
May 20, 8AM-12PM: Work Day to review last 2 areas of PAFs
Aug 9: PRR Deadline for SOE, Liberal Arts, Nursing and NRM

There was a question from Adam if the work on May 20th will be the "old" way where review teams will present each PAF's rubric with a vote on each rubric from the committee. Lisa said that since it is the first time for PROAC members to evaluate the Summary of Data and Use of Results, we will conduct the business of program assessment like we did last semester for the first review of PAFs.
There was no further discussion.

E. Adjournment:
There was a motion to adjourn by Adam and seconded by Resida. Meeting adjourned by Vilma at 12:55PM.