

**Program Review and Outcomes Assessment Committee**  
**June 23, 2021 at 12:00 PM via Zoom**  
**Minutes of the Zoom Meeting**



The following members were present:

Co-Chairs Vilma Reyes & Lisa Hacsckaylo, Diana Hocog, Sue Atalig, Adam Walsh, Resida Keller, Rose Ada-Hocog, Victoria Bellas & Geri Rodgers.

New members today:

Will Abu, permanent proxy for CFO David Attao  
Viktoria Buniag, summer proxy for Tayna Belyeu-Camacho  
Caroline Agulto, replaces Alexis Cabrera-Manglona  
Lorraine Maui-Acting Dean for LSS

Absent Members: Co-Chair AIP Char Cepeda, Wil Maui, Ryan Calvo

Absent Faculty Members (attendance not required for summer meetings): Dr. Yunzi Zhang, Lorna Liban, Mike Nurmi

A. The meeting was called to order by Lisa at 12:06PM with a welcome to our 4 newest members of PROAC.

B. Summary of Old Business taken at the meeting:

***Adopt today's agenda***

- Motion to adopt as presented by Adam
- Seconded by Sue
- Agenda adopted unanimously

***Adopt Meeting [Minutes May 12th](#)***

- Motion to adopt as presented by Adam
- Seconded by Will
- Minutes adopted unanimously

***Adopt [Summary May 20th](#)***

- Motion to adopt with changes by Rose
- Seconded by Diana
- Minutes adopted unanimously

***Discussion of [PAF Summer Plan](#)***

Suggestions were made as follows:

- Assign summer team leaders since current leaders are faculty members who are not required to attend during the summer months due to their 10 month contracts.

- Consolidate review teams for the sake of new members to work with veteran members.
  - It was decided to keep groups as they are since members are already familiar with PAFs. It would be difficult to acquaint themselves with new PAFs.
- Consider group composition with the fact that faculty attendance during summer PROAC meetings is not required.
- Reduce the workload of all teams going forward with a screening process (have a checklist ready). This would allow the committee to truly evaluate PAFs based on the rubric since the program's PAF already meets the basic criteria.
  - This was suggested at a previous meeting with the hope of incorporating it for the next assessment cycle.

Updated Team Information for the Summer:

Original Team Leader & group members	Summer Team Lead	Date to present finished PAFs at summer standing mtgs
Wil Maui (Will Abu, Viktoria Buniag)	Geri	7/14
Lorna (Sue, Diana)	Geri to assist Sue and Diana	7/14
Mike (Adam, Victoria Bellas)	Adam	7/28
Dr. Yunzi (Rose)	Vilma	7/28
Resida (Ryan, Carol)	Not needed, Resida to be present for summer mtgs	7/28

C. Summary of New Business taken at the meeting:

***Ratification of PAF scores from poll on May 20th Work Session***

After a lively discussion, whether to have each PAF be presented again or to simply ratify, it was unanimously decided to ratify the scores below:

Program	Summary of Data	Use of Results
Distance Education	*1 (score unanimously passed)	0
Project PROA	1	0

Discussion of AUOs (client satisfaction): Clients will be satisfied with the information and services provided by an academic or non-academic office. **(TABLED)**

D. Summary of announcements:

- June: Range of deadlines for academic programs for Summary of Data and use of

Results

- July 14 & 28: Next Standing Meetings
- Aug 9: Deadline PRR
- [Tracking Sheet: Summary of Results and Use of Results](#) (as of 6.21.21)

E. Adjournment: There was a motion to adjourn by Adam and seconded by Resida. Meeting adjourned by Vilma at ~1:00PM.