PROAC Meeting Minutes
December 29, 2008
2PM- 4:30PM

Members present:

1. Wil Castro
2. Ms. Hunter
3. Ms. Buckingham
4. Frank Sobelewski
5. Lisa Hacskaylo
6. Dr. Debra Cabrera
7. Dr. Carmen Fernandez

Support:
Keane Palacios

- Dr. Amadore notes: Are all the pieces working?
    - Frank: Course Assessment Form 1, response is lagging for adjunct instructors
        - Pam: Above applies to SOE adjunct
            - We need to do it for them or teach them how to do it
            - Part of Mentoring Program to walk them through it
            - Curriculum would help
        - Adjunct instructors/new employees be given better orientation
    - Weakness:
        - NMC needs something institutionalized college-wide that would teach this (Form 1(?)) to new Personnel
            - Curriculum: it is what links to others
    - All faculty are required to participate in program review
    - Action
        - Program Review Training shall be incorporated into new employee orientation
        - PROAC, in close consultation with OIE and HRO, shall ensure that new and/or existing employees are availed the opportunity for training on the college's planning
            - This will be scheduled quarterly or by scheduling with PROAC and/or OIE.
        - Each department shall make available technical assistance and/or additional training in specific areas
    - Success Criteria
        - Participation Rates
            - Submitted on time
            - Satisfactory
        - Program Review
            - The program review process on the basis of performance criteria, as determined by participation, is completed

- An evaluation of the program review process based on "quality and completeness" of submissions will be developed
    - Further developed on NMC PDD, PPEC training,…
- Program Review
    - Front end: 100% of the academic programs will submit for 1st cycle of program review
    - Mid stream: 100% of recommendations by programs will have been reviewed by PROAC
    - End: Program Review recommendations were incorporated as part of the operational/strategic planning and budgeting process
- Program review recommendations have been reviewed by the appropriate shared governance bodies and have been seriously considered by….

- How do we know what we are doing is working/using data (evidence)?
    - Program review results, using data and evidence, have been incorporated as part of the operational, strategic, and budgeting processes.
        - Institutional planning processes have been affected
    - Effectiveness of the actions taken as a result of program review will be reflected in the next cycle of program review
        - For the second cycle, baseline, benchmarks, and goal setting for each program will have been established.
        - This will set the context for judging continuous improvement over a period of time
- August…assembly
- Workshops @ SOE
- Participation is necessary, but not sufficient
    - Widespread participation
- Improvement (a few points)
    - Comparing past with present/future outcomes
    - Baseline (where we are at), Benchmark (where we are at compared to the national average), Goal (where we want to be based on the comparison results between the baseline and benchmark)
    - Determine the true causes for outcomes
    - Program review drives better decision-making