Long Beach State University
Program & Assessment Review Council
Meeting Minutes
October 18, 2017 2:00-3:30 p.m. BH-302

Members Present: Sarah Forde (ASI), Melissa Mejia (ASI), Sally Chung, Mark Washburn, Brenda Vogel, Jo Brocato, Nielan Barnes, Elaine Frey, Ron Loewe, Thomas Gredig, Houng-Wei Tsay, Burkhard Englert, Gabriel Gardner, Mishelle Laws, Juan Apitz, Mariah Proctor

Guests: Tony Sinay from Health Care Administration and Nellie Wieland from Philosophy

I. Meeting was called to order at 2:04

II. Members introduced themselves once the guests arrived for each presentation

III. Agenda was approved

IV. Minutes of the September 20, 2017 meeting were approved

V. Announcements:
   A. Reminder: PARC Members are enrolled in the PARC BeachBoard organization and business is conducted electronically via BeachBoard. Council members access the PARC BeachBoard via their student tab. Please review materials before the meeting. Please bring your electronic device or print material to the meeting.
   B. Next PARC Meeting: November 1, 2017 in BH-302 from 2-3:30pm Math program review presentation
   C. Other announcements: Nielan reviewed the council presentation timeline

VI. Program Review Presentations
   A. Health Care Administration (2:10)
      a. Report was presented by Mishelle Laws
      b. Response from Department: Dr. Tony Sinay thanked the committee for the report. The program is addressing the recommendations (numbers 1 and 2) about assessment. They are working with an outside group to perform pre-test and post-test assessments of student learning. They have completed a pilot with one class. They are formalizing their assessment process as requested in recommendation number 4. Program does conduct graduate and alumni surveys. Goals and objectives are now all measurable. They have benchmarks for the competencies and what is learned from the assessments informs curriculum updates. AUPHA review takes place every 5 years.
      c. Discussion: Questions were raised about the recommendation to the college and administration. Given the time lapse between the self-study and the PARC presentation, some of the recommendations have already been addressed by the program. Recommendations to the college are purposefully general so the details can be handled through the MOU process between the department, the college, and the administration.
      d. Recommendations to the department, college, administration, and the PARC were approved.
   B. Philosophy (2:40)
      a. Report was presented by Brenda Vogel
      b. Response from the Department: Department Chair Nellie Wieland thanked the committee for its work. The department felt the report was fair, accurate, and well done. The department chair noted that the department FTES are still dropping due to changes in GE requirements, which are outside its control; the number of faculty has continued to decrease.
      c. Recommendations to the department, college, administration, and the PARC were approved by the PARC.

VII. Other Business: None

VIII. Unfinished Business: None

IX. Meeting was adjourned at 3:25

Minutes recorded and submitted by Brenda Vogel, Scribe