Members Present: Sarah Forde (ASI), Sally Chung, Mark Washburn, Brenda Vogel, Jo Brocato, Nielan Barnes, Elaine Frey, Ron Loewe, Thomas Gredig, Houng-Wei Tsay, Burkhard Englert, Roger Lo, Gabriel Gardner, Jody Cormack, Sharlene Sayegh, Juan Apitz for Mahmoud Albawaneh, Mariah Proctor, Mishelle Laws

Guests: Carolyn Bremer, Margaret Black, Cyrus Parker-Jeannette, Dan O'Connor, Markus Muller

I. Meeting was called to order at 2:02

II. Agenda was approved

III. Minutes of the November 1, 2017 meeting were approved

IV. 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: February 21, 2018 in BH-302 from 2 pm - 3:30 pm: We will present the English Review
   C. PARC Steering Committee meets in BH-302 from 1:30 pm - 1:50 pm prior to each meeting
   D. Review of program presentation format
   E. Members and guests introduced themselves

V. Program Review Presentations
   A. Bob Cole Conservatory of Music (2:10)
      a. Report was presented by Nielan Barnes
      b. Response from department: Dr. Bremer agreed with the UPRC’s recommendation to restate the SLOs in active terms. She voiced challenges to increasing the enrollment in the MA program. She is happy to work with the college to address tenure density issue.
      c. Discussion: Members asked a few clarifying questions.
      d. PARC approved the recommendations to the department, college, and PARC.
   B. Department of Romance, German, Russian Languages and Literatures (RGRLL) (2:40)
      a. Report was written by Lorin Johnson and presented by Brenda Vogel
      b. Response from department: Dr. Muller thanked us for our work. He discussed the causes of the decreasing enrollment and the ways the department is proactively addressing the decrease. He explained that RGRLL is complex and how this can result in misleading institutional numbers. He acknowledged the department’s lack of progress in assessment. Requests that the 3rd department recommendation be removed because it is based on erroneous information from the external reviewers; RGRLL is making undergraduate curriculum changes that will eliminate the second language requirement from some of their programs. Dr. Muller made two recommendations to PARC that he believes would help streamline the assessment process: 1) to provide departments undergoing review with templates that are pre-populated with the the programs’ data and 2) to speed up the generation and signing of the MOU.
      c. Discussion: Members asked a number of clarifying questions about workload, teaching load, and advising.
      d. PARC approved the amended (the third recommendation was removed) recommendations to the department, college, and PARC.

VI. Other Business: None
VII. Unfinished Business:
   a. Program Review/UPRC updates
   b. UPRC Report signature pages

VIII. Meeting was adjourned at 3:25

Minutes recorded and submitted by Brenda Vogel, Scribe