Long Beach State University
Program & Assessment Review Council
Meeting Minutes
September 20, 2017
2:00-3:30p.m. BH-302

Members Present: Sarah Forde (ASI), Melissa Majia (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, Mishelle Laws, Sharlene Sayegh

Guests: Juan Apitz, IR&A

I. Meeting was called to order at 2:06

II. Members introduced themselves

III. Agenda was approved

IV. Minutes of the September 6, 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: October 4, 2017 in BH-302 from 2-3:30pm
   C. Please review the HCA and Philosophy UPRC reports for the next meeting. They are posted on BeachBoard under Program Review.
   D. Sharlene updated the group on staffing UPRC committees.

VI. Program Review Presentations
   None

VII. New Business:
   A. Best Practices for writing UPRC Reports- Nielan Barnes, Jo Brocato, Thomas Gredig, Sharlene Sayegh
      - Before External Reviewers Visit: UPRC members should review catalog, department website, previous MOU, and the self-study. All MOUs are posted on Senate website. Have questions for the reviewers prepared before the visit. UPRC members should review materials listed under "PARC Team Guides and Resources."
      - During External Reviewers Visit: UPRC role is to provide institutional and/or college context. Try to be a fly on the wall; don't be too assertive. Always defer to the external reviewers; they are the disciplinary experts. External reviews vary a great deal. We do have a rubric that is shared with external reviewers, but not all follow it.
      - Writing: Describe the tables in the text. Recommendations should be tied to the report. Let the template and the former MOU guide your writing and refers to prior reports for guidance. Departments will use what the UPRC puts in their report to argue for resources like faculty, space, and assigned time. With respect to dividing up the work, generally the experienced member takes the lead and does the bulk of the work, in consultation with the secondary member. The college member is generally just advisory.

   B. Institutional Research and assessment website & PARC tables- Juan Apitz & Sharlene Sayegh
      - Juan provided an overview of the data.ir@csulb link that includes a set of 13 tables for the UPRC reports. Each table is on its own tab on the website. There are differences between CSLink and IR data. IR data are taken at census and reported to the CO. CSLink data are real-time and vary with enrollment. Juan will post the data.ir@csulb link for all of PARC members. Three sources of IR data: admissions, enrollment, and degrees. Log in with our credentials, click on PARC, and we will see the 13 tables that IR has created for PARC. Members can select college and department. Data

are downloadable. Training is available for departments that are going through self-study. The committee would like to than Juan for all his work on this; back in the old days, PARC had to do math with an abacus.

VIII. Unfinished Business: None

IX. Meeting was adjourned at 3:22

Minutes recorded and submitted by Brenda Vogel, Scribe