**Program Assessment and Review Council (PARC)**  
**Minutes for Wednesday, Feb. 21, 2007**

**Members Present:**  

**Guests in Attendance:**  
Margaret Costa (Interdisciplinary Studies Program, Undergraduate Director), Michael Glassow (ISP Student)

1. Meeting was called to order by the chair, Zvonko Hlousek, at 2:10 pm.
2. Z. Hlousek announced that Mason Zhang (CNSM rep) has resigned due to teaching conflicts with meeting time. No replacement has been designated.
3. Old Business: UPRC report for Kinesiology not voted on last meeting due to loss of quorum. Motion to accept self-study seconded and passed. Motion to accept UPRC report without amendments seconded and passed.
5. M. Saint-Germain gave an overview of the Annual Assessment Reports procedure. All CSU campuses must submit reports every 2 years on 9 measures of accountability. WASC accreditation requires that all programs specify learning outcomes and perform assessments. Michelle has devised a feedback form to help programs formulate better assessment plans. The feedback rubric was applied by the group to 3 current assessment plans.
6. K. Janousek presented the UPRC report on the Interdisciplinary Studies Program (ISP) (B.A./B.S.). UPRC members also included Martha Dede (PARC) and Teri Yamada (CLA representative).

**Key Points:** There have been many recent changes in ISP. The directorship was split into undergraduate and graduate positions; the advisory board was lost; there have been changes in support staff and in the field of interdisciplinary studies itself. The program uses an integrated approach with students developing a degree name and program connecting two fields in a unique way. ISP students are highly motivated, but do not fit into traditional disciplinary boxes. Institutional Research database does not always count all of the ISP students. Advising is difficult; students must read catalog carefully to be sure they have prerequisites for upper division courses in various departments. There is a need for ISP students to connect with each other. Learning outcomes and assessment plans are still in progress. UPRC recommends to improve advising procedure, introduce a capstone course, and market program better across campus.

**Discussion:** Margaret Costa indicated that some of the recommendations are already being implemented. She noted that ISP gains students in the spring semester and Institutional Research data do not record those students. She noted that the lag time between the internal reviewers’ visit and the completion of the report might also yield inaccuracies. Some discussion of whether ISP should be combined administratively with
the University Honors Program. Michael Glassow, a student in the program, spoke briefly about his positive experiences.

Motion to accept International Studies B.A./B.S. self study seconded and passed.

Friendly amendment accepted to revise the last UPRC recommendation to the PAR Council to read “accept the Internal Program Review Report and updates of the B.A./B.S. International Studies program.”

Motion to accept the UPRC report with friendly amendment seconded and passed.

7. Kelly Janousek gave the UPRC report on the M.A./M.S. in Interdisciplinary Studies program. Martha Dede and Teri Yamada also served on the UPRC.

Key Points: The program is very small, with declining numbers. Keeping track of students may be complicated by tendency of disciplinary department to “claim” completed theses as their own. Many of the same points and recommendations hold for M.A./M.S. program as B.A./B.S. program.

Discussion: UPRC members were frustrated that additional materials were submitted as they were trying to write the report, hence many updates and revisions were needed. It was suggested that PARC clarify to program chairs and deans that the UPRC report is accurate as of a particular date, and will not be revised to reflect new developments. The chair may write an addendum to the report to indicate new developments, recommendations already implemented, etc. Some discussion of whether undergraduate and graduate programs should be under the same director. Most CSUs and other campuses divide these programs.

Motion to accept self study of M.A./M.S. in Interdisciplinary Studies program seconded and passed.

Motion to accept UPRC report on M.A./M.S. in Interdisciplinary Studies program seconded and passed.

8. Some discussion of the awkwardness of the discussion when visitors are present (particularly students). Group agreed to ask visitors to leave the room before voting on self study and UPRC report, on a trial basis. In practice, some discussion will occur while visitors are present to answer questions, and some discussion may occur after visitors have left, immediately prior to voting.

9. Concern articulated regarding M. Saint-Germain’s workload dealing with Annual Assessment Reports from all programs each year. Discussion of ways that PARC might help. Eventually, reports will be on a website, and programs can update them directly on web.

10. Quorum lost.

11. Meeting adjourned at 3:25 pm.

** Approved, 3/7/2007