Program Assessment and Review Council (PARC)
Minutes for Wednesday, Dec. 6, 2006

Members Present:
Kristin Powers, Pamela Ashe, Mason Zhang, Van Novack, Zvonko Hlousek, Guy Bachman, Judy Strauss, Robin Richesson, Kelly Janousek, Teri Yamada, Michelle Saint Germain, Keith Freesemann, Martha Dede, Jeremy Redman, Betsy McEneaney

Guests in Attendance:
Malcolm Finney (Linguistics), Peter Lowentrou (Director, Univ. 100)

1. Meeting was called to order by the chair, Zvonko Hlousek, at 2:05 pm.

New Business:
5. Zvonko Hlousek reported on meeting with Executive Committee and Academic Senate President regarding PARC workload. He was given the “green light” to amend bylaws to bring in 8 extra members temporarily, 1 from each college, with 2 from the College of Liberal Arts.
   Discussion: Suggestions for how to fill extra 1 year positions: a) Call in elected alternates, b) Ask college Committees on Committees to contact junior faculty, c) Contact the college representatives who have served on UPRC teams. Discussion regarding incentives for serving on this council, concerns about how much service counts in RTP process, need to educate RTP committees at different levels about the workload on PARC.

6. Judy Strauss presented the UPRC report on Chicano and Latino Studies. UPRC members were Robin Richesson (PARC) and Malcolm Finney (CLA/Linguistics). Department and College were notified, but not in attendance.

Key Points: Dramatic growth in majors (50 in Fall 2004 to 170+ majors in Fall 2005), with plan to have 300 majors in 5 years. The department is investigating the feasibility of a graduate program, and establishing a research center. There have been changes in the curriculum in response to the increasing diversity of students and in the field. Department acts as a kind of resource center for many Latino students. There is a need to educate RTP committees regarding this kind of service, but also to document it. Tracking majors who are double majors is difficult. Some faculty members have recently retired or left. UPRC recommends 6 new hires, with 3 in the process of being hired.

Discussion: Question about overall student faculty ratio. Current FTE is in line with other departments (18-22). Comment that it should be possible to identify second majors with CS Link. Concern about whether there is enough evidence to recommend 6 new hires. Comment that determination of hires is negotiated
between Academic Affairs, college dean, and department. Discussion and UPRC agrees to revise recommendation in UPRC report: hire 2 new faculty lines, include recommendation on physical space, clarify point on Center of Excellence.

Motion to accept department self study seconded and approved.
Motion to table UPRC report, pending additional information and revisions, seconded and approved.

7. Guy Bachman presented the UPRC report on the University 100 program. Joan Theuer (PARC) and Christopher Karadjov (CLA/Journalism) also served on the UPRC.

Key Points: All freshmen take 1 unit University 100. There was a long gap between the self-study and the external/internal reviews. Previous problem that learning objectives were not aligned with four content areas has been corrected with a new library assignment.

Discussion: Peter Lowentrout, Univ. 100 Director, noted that the program is being overhauled this year, with the aim to fit Univ 100 into the context of the first year experience. Previously, Univ 100 occurred the week before the first semester. Question about who approves changes in the curriculum. No committee approval needed; Cecile Lindsay acts as the Dean. P. Lowentrout answered that Univ 100 works within the mandate of the Academic Senate. Substantive changes would be a matter of policy. Question whether students were interviewed as part of the UPRC review. Answer: no, because review took place when semester was not in session. Reviewers had transcripts of student focus group sessions. Question regarding possibility of expanding Univ 100 to 2 credits. P. Lowentrout answered that it is not feasible, however, a 3 credit Univ 100 course for “at risk” students is being investigated. T. Yamada distributed her own recommendations for the Univ 100 program. Motion to add T. Yamada’s recommendations as friendly amendments to the report. Not seconded. Discussion regarding whether such additional recommendations fit into the review process.

Suggestion to move the phrase “Take into consideration all models currently implemented and assess the strengths and weaknesses of each of them. More importantly, any proposal of new models should take into account the experiences and feedback from faculty currently teaching University 100” from the bottom of page 2 to page 3, and add to program recommendations.

Motion to accept University 100 Self Study passed.
Motion to accept UPRC report passed.

8. Meeting was adjourned at 3:40 pm.