**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

April 16, 2014

**2:00 – 3:30 p.m. / BH - 302**

*Present*: G. Armento, T. Arora, N. Barnes, S. Downey, K. Freesemann, N. Hansavadha , I. Khoo, B. LeMaster, E. Luhr, B. Pernet, S. Platt, S. Sayegh, T. Sum, J. Yan.

Excused Absent: C. Nagai, W. Woelfel

*Guests*: Dhushy Sathianathan, Assoc. Dean of CEO; Ray Wang, acting Chair of Chemical Engineering.

* Call to Order: the meeting began at 2:10pm.
* Introductions
* Approval of Agenda
* Approval of Minutes for March 19, 2014 PARC Meeting (Posted: BB / Minutes AY 2013-14).
* Announcements
* PARC Steering Committee: Keith Freesemann, PARC Chair; Bruno Pernet, PARC Vice Chair; Nielan Barnes, PARC Secretary; Sharlene Sayegh, Director, Program Review and Assessment; and Cecile Lindsay, Vice-Provost, Academic Affairs.
* All PARC Members are enrolled in the PARC BeachBoard organization. Council members access the PARC BeachBoard via their student tab.
* Reminder: PARC business is conducted electronically via BeachBoard. Please bring your electronic device or print material to the meeting.
* Next scheduled PARC Meeting is May 7, 2014 at 2 p.m. There will be 3 program review report presentations.
* A REMINDER – PARC will meet on May 14, 2014 2 p.m. in BH-250 (Conference Room in the Career Development Center) to conduct three more program review report presentations. Please plan to attend.
* New Business:

1. Action Item: Document: Adjustment to Self-study Deadline (Posted on PARC BeachBoard). As a follow up to the discussion on late self studies, the PARC Exec wrote up guidelines for how to handle late self studies. The guidelines are not meant to be Academic policy but rather intended for the Curriculum Handbook so it can be adjusted as it ‘ages.’ The new guidelines were reviewed and discussed. Motion was made and passed to accept the guidelines unanimously.
2. A new question was raised: Is there is a mechanism to confirm receipt that a Dept has received notice that their self study is due in a year? The PARC Exec will further discuss and follow up on this question.

VI. Unfinished Business:

1. Council Member assignments to the University Program Review Committees (UPRC); an updated report on the progress of the various UPRCs is posted on Beach Board.
2. Updates on UPRC Program Review Reports; an updated report on the progress of the various UPRCs is posted on Beach Board.

* Program Review Presentations:

1. Chemical Engineering Program Review / Time Certain: 2:15 p.m.

Associate Dean Sathianathan and Acting Chair Wang introduced themselves. Tiffany Sum and Sharron Downey, the UPRC for the CEP review, presented the highlights of the report. Discussion: The pre-requisite/major requirement systems and number of units for graduation were discussed in terms of possible problem for completing the degree in timely manner; problems with student writing and improving access to student internships were also discussed. It was noted that the Department has recently set up an assessment plan, but has yet to implement the plan in a comprehensive way; the Dept is working to develop a curriculum and assessment matrix that focuses on direct measures. Recommendations were presented and approved for Department, College and University.

* PARC Question and Answers

VIII. Adjournment at 3:10.