**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

September 17, 2014

**2:00 – 3:30 p.m. / BH - 302**

**Please notify the Convening Chair if you are unable to attend.**

**(****keith.freesemann@csulb.edu****)**

*Present*: T. Arora, N. Barnes, S. Bauerle, K. Chun, K. Freesemann, H. Herscovitz, K. Kawatra, M. Laws, B. LeMaster, E. Morales, T. Nguyen, S. Platt, , A. Rezaei, S. Sayegh, A. Sciortino, T. Travis, J. Yan.

* Call to Order at 2:10
* Introductions
* Approval of Agenda
* Approval of Minutes for May 14, 2014 PARC Meeting (Posted: BB / Minutes AY 2013-14).
* Announcements
* Reminder: PARC business is conducted electronically via BeachBoard. Please bring your electronic device or print material to the meeting. All PARC Members are enrolled in the PARC BeachBoard organization. Council members access the PARC BeachBoard via their student tab.
* Next PARC meeting is October 1, 2014 in BH-302.
* New Business:
1. 2014-2015 Organizational Meeting
	1. Charge - Keith Freesemann explained the charge and duties of the PARC Committee(s).
	2. Duties of Officers – Keith Freeseman explained the charge and duties of the PARC Officers.
2. Election of Officers was conducted and approved by the PARC members.
	1. Chair – Keith Freesemann was nominated and approved unanimously.
	2. Vice Chair – Susan Platt was nominated and approved unanimously.
	3. Secretary – Nielan Barnes was nominated and approved unanimously.
3. Approval of 2014-2015 PARC Meeting Dates (the first and third Wed of each month).
	1. Fall 2014: September 3 - No Meeting, September 17, October 1, October 15, November 5, November 19, and December 3.
	2. Spring 2015: February 4, February 18, March 4, March 18, April 1 - No Meeting, April 15, May 6, and May 20.
4. Program Review Overview / Sharlene Sayegh, Director of Program Review & Assessment

Keith Freesemann and Sharlene Sayegh reviewed the “Program Review in a Nutshell” powerpoint. Question re: the number of reviews scheduled for the AY = 30. The annual Dept review cycle has gone from one year to every 2 years; the PARC will review these documents based on a new rubric. Additional questions about the review process were discussed.

1. Program Review Presentations: None

VI. Unfinished Business: None

VIII. Adjournment at 3:10