**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

November 5, 2014

**Present:** T. Arora, N. Barnes. K. Freesemann, M. Laws, B. LeMaster, E. Morales, S. Platt, A. Rezaei, R. Rodriguez, A. Sciortino, T. Sum, J. Yan.

**Absent (Excused):** S. Bauerle, C. Lindsay, T. Travis

* Call to Order at 3:10pm
* Introductions
* Approval of Agenda
* Approval of Minutes for October 15, 2014 PARC Meeting (Posted to the PARC BeachBoard)
* 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 November 19, 2014 in BH-302 @ 2pm.
* New Business: (All documents posted to the PARC BeachBoard).
1. Review Process
2. “Themes” Letter

The components of the Themes Letter were discussed. The Theme letter is sent to notify Departments of impending Self Study. B. LeMaster asked whether there was a way of knowing if the Dept receives the letter of notification re: Self Study? K. Freeseman responded to say it is possible to set up the email so that a receipt is sent to notify it was received.

1. Self-study

The Self Study ‘template’ was reviewed and discussed. The template is located on the Academic Senate Website and the PARC Beachboard website. Is it possible to ask accredited Depts/Programs to follow the PARC template? PARC policy is written to accept accredited reports but Sharlene reviews the reports to ensure that Programs also supply information (in an appendix) that is relevant to the PARC Themes and program review areas not covered by the accredited report. Self Studies and UPRC reports are in Library Archives and filed w/the Academic Senate; only the MOU is posted on the CSULB Academic Senate website. Does the External review report also go to the Library?

1. PARC Report Sample

The PARC Report Sample was discussed. This report is generated by PARC UPRC who reads all materials and attends the external review meetings. There is no UPRC report rubric. It is necessary to do ‘fresh writing’ rather than copy and paste the self study/external review reports. The most recent data from IR are used in the reports. If there is a delay between Self Study report and generation of UPRC report, the program has the opportunity to address the updates in the UPRC report prior to meeting with the PARC and signing the MOU so that the most recent data is considered. As well, the PARC Exec reviews all UPRC reports before sent to the Department, which has 15 days to review and comment. UPRC reports can be modified up until the report is presented at the PARC meeting at which is it signed.

1. Memorandum of Understanding

The MOU was reviewed and discussed. The Vice Provost Office writes the MOU based on the recommendations of the UPRC report.

1. Update: 2014-2015 Program Review Schedule
2. Program Review Presentations: None

VI. Unfinished Business:

1. None

VIII. PARC Member Comments

Ali Rezaei reported that he met with program assessment team at SDSU, which has a fairly comprehensive process that is administered largely online. The assessment management system is called WEAVE and is approved by WASC. SDSU team offered to give us a demo/presentation. S. Platt stated that she and S. Sayegh have looked into such software of which several types exist.

IX. Adjournment at 3:17pm.