**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

February 4, 2015

**2:00 – 3:30 p.m. / BH - 302**

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

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

**Present:** T. Arora, N. Barnes, K. Chun, K. Freesemann, M. Laws, H. Herscovitz, C. Lindsay, S. Platt, A. Rezaei, S. Sayegh, T. Travis, R. Weitzman (for S. Bauerle) J. Yan.

**Absent (excused):**

* Call to Order at 2:13 pm
* Introductions
* Approval of Agenda
* Approval of Minutes for December 3, 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 February 18, 2015 in BH-302 @ 2pm.
* New Business:
1. Review 2014-2015 PARC Roster

Anontella Sciortino has been appointed graduate advisor and stepped down from PARC; Jun Lee will take her place her until official replacement can be elected. There are two vacancies in College of Natural Sciences and Math; the PARC has requested that the College elect two members to fill the vacancies.

1. Update: 2014-2015 Program Review Schedule

– Susan Platt has agreed to serve on the Environmental Sciences UPRC; if other members would like to be on that committee please let Keith know.

-The next program review is Biological Sciences; please let Keith know if you would like to serve on that UPRC.

1. The committee reviewed the UPRC External Program Review Process:
* UPRC members are encouraged to attend the meetings of External reviewers when on campus visiting the department/program under review, yet UPRC members should take an observer role in the meetings with the External Reviewer and allow the External Reviewers to ask questions and conduct their review.
* UPRC members were alerted to the fact that due to time lag in producing UPRC reports, it is almost always necessary to update the data in the tables of the UPRC report; contact Keith to assist with getting the data from Institutional Research.
* UPRC members are encouraged to generate an original report that is factual versus cutting and pasting from Dept Self Study and External Review report and/or discussing opinions and subjective evaluations.
* UPRC members are encouraged to complete reports in a timely manner (within approximately a month of receiving the External Reviewer’s report); concise reports (12 pages) are extremely appreciated.
* Ryan Weitzman reported on changes and improvements in Institutional Research; IR is re-tooling to streamline and make the PARC data process easier.
1. Program Review Presentations: None

VI. Unfinished Business:

1. None

VIII. PARC Member Comments

IX. Adjournment at 3:25pm.