**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

February 18, 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, S. Bauerle, K. Chun, K. Freesemann, L. Gatlin, J. Kim, M. Laws, C. Lindsay, S. Platt, A. Rezaei, S. Sayegh, T. Travis.
* **Absent (excused):**
* Call to Order at 2:10 pm
* Introductions – Welcome, new members, Laurie Gatlin (Art Education) and Jinlee Kim (alternate from the College of Education, CECEM Dept)
* Approval of Agenda
* Approval of Minutes for February 4, 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 March 4, 2015 in BH-302 @ 2pm.
* New Business:
1. Update: 2014-2015 Program Review Schedule; the PARC reviewed the updated schedule.

Honors Program presentation for March 18, 2015 PARC meeting; external program review dates were also reviewed.

The PARC reviews have reached a bottleneck; there are a number of late UPRC reports, as well as 4 vacancies due to inability of colleges to find a person to serve. It was suggested that the PARC EXEC contact the UPRC team members on late reports to help write reports; it was also suggested that the PARC EXEC contact the colleges with ‘missing’ PARC reps to fill those spots.

 S. Bauerle reported that IR&A will have the new report templates ready in April 2015.

1. UPRC Questions regarding upcoming External Reviews – the committee reviewed the schedule template for the external review visits.
2. Work Session for Overdue UPRC Reports / Bring your reports, Steering Committee can help!!!
3. Program Review Presentations: None

VI. Unfinished Business:

1. None

VIII. PARC Member Comments

IX. Adjournment at 3:pm