**California State University, Long Beach**

**Program and Assessment Review Council**

**Minutes**

Sept 2, 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*: N. Barnes, S. Bauerle, J. Brocato, K. Chun, T. Gredig, K. Freesemann, L. Gatlin, L. Johnson, B. LeMaster, C. Lindsay, S. Platt, R. Rodriquez, S. Sayegh, D. Stout, T. Travis, H.W. Tsai.

* Call to Order at 3:05
* Welcome and Introductions
* Approval of Agenda
* 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 Sept 26, 2015 in BH-302 @ 2pm- the new PARC data website will be demonstrated at the meeting.
* Additional 2015-2016 meeting dates:

**FALL 2015:**

September 02, 16
October 07, 21
November 04, 18
December 02, 09 (BH-391)

**SPRING 2016:**

January 20 (No Meeting)
February 03, 17
March 02,16
April 06 (No Meeting), 20 (BH-391)
May 04, 11 (BH-391)

* New Business:
	1. PARC has a number of vacancies that will be filled; new members will join us for the next meeting.
	2. Program review overview - these explanatory documents are available on the PARC Beachboard website and CSULB Academic Senate website.
		1. UPRC members should attend External review meetings (if possible) and take notes; let the External Reviewers ask the questions (be the ‘fly on the wall’).
		2. Emphasized the need for UPRC members to complete reports in a timely manner
		3. UPRC presentations should cover the highlights relevant to the recommendations; 15 minutes is the time limit
	3. Self-Study Elements review
		1. Self-Study documents are all electronic and/or available via Dept website or Dropbox.
		2. UPRC reports use Institutional Research Data (not data from PeopleSoft) which is based on the census date data.
		3. For GE data UPRC may have to use CS-Link to generate Table 11.
		4. Departments that are accredited and submit accreditation reports as self studies will also have to submit the required set of tables from IR.
	4. Update of Program review schedule
		1. Program Review overview Sept 17-18 Chicano Latino Studies program review will have external review; Keith will appoint UPRC members.
		2. The updated schedule will be uploaded to Beachboard.
	5. Deadline to submit UPRC reports – UPRCs are requested to submit reports within three weeks of receiving the review documents.

VI. Unfinished Business:

1. None

IX. Adjournment at 3:20.