**Long Beach State University**

**Program & Assessment Review Council**

**Meeting Minutes**

**February 21, 2018**

**2:00-3:30p.m. BH-302**

Members Present: Sarah Forde (ASI), Mark Washburn, Brenda Vogel, Jo Brocato, Nielan Barnes, Elaine Frey, Thomas Gredig, Houng-Wei Tsay, Burkhard Englert, Sharlene Sayegh, Mishelle Laws

Excused Members: Jody Cormack, Sally Chung, Ron Loewe, Roger Lo, Gabriel Gardner, Lorin Johnson

Guests: Eileen Klink, Gary Griswald, Dan O’ Connor

1. Meeting was called to order at 2: 05
2. Agenda was approved
3. Minutes of the February 7, 2018 meeting were approved
4. Announcements:
5. Reminder: PARC Members are enrolled in the PARC BeachBoard organization and business is conducted electronically via BeachBoard. Council members access the PARC BeachBoard via their student tab. Please review materials before the meeting. Please bring your electronic device or print material to the meeting.
6. Next PARC Meeting (March 7, 2018) is cancelled
7. PARC Steering Committee meets in BH-302 from 1:30 pm - 1:50 pm prior to each meeting
8. Members and guests introduced themselves
9. Program Review Presentations
10. Department of English (2:10)
	1. Report was presented by Thomas Gredig
	2. Response from department: The department enjoyed the process and meeting with the external reviewers and UPRC members. Dr. Klink thanked us for our work. The response from the department is a collective one, not just from Dr. Klink. The department seeks support from CLA for all their graduate programs, not just the MFA students. The department does have a mission statement and they acknowledge that their website “needs work.” All the courses in English align with CCTC (California Commission for Teacher Credentialing) standards; that is why their assessment looks the way it does. The Department presents coherent hiring plans every year and they have tremendous need for more TT faculty. Their students have a hard time getting their classes because of a shortage of faculty. The department is working on a response to EO1100 and 1110.
	3. Discussion: Sharlene offered to work with the department to align the CCTC standards with CSULB assessment expectations.
	4. PARC approved the recommendations to the department, college (with one change to number two to strike “MFA”), and PARC.
11. Other Business: None
12. Unfinished Business: None
13. Meeting was adjourned at 2:55

Minutes recorded and submitted by Brenda Vogel, Scribe