**Long Beach State University**

**Program & Assessment Review Council**

**Meeting Minutes**

**May 16, 2018**

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

Members Present: Nielan Barnes, Jody Cormack, Sally Chung, Erlyana Erlyana, Elaine Frey, Gabriel Gardner, Kerry Klima, Roger Lo, Jessica Pandya, Sharlene Sayegh, Brenda Vogel, Mark Washburn

Members Excused: Burkhard Englert, Lorin Johnson, Mishelle Laws, Mariah Proctor, Houng-Wei Tsai

Members Absent: Juan Apitz for Mahmoud Albawaneh, Ron Loewe

Guests: None

1. Meeting was called to order at 2:03
2. Agenda was approved
3. Minutes of the May 2, 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: September 5, 2018 2-3:30pm in BH 302
7. PARC Steering Committee meets in BH-302 from 1:30 pm - 1:50 pm prior to each meeting
8. Members introduced themselves: new members include Kerry Klima, Jessica Pandya, and Erlyana Erlyana
9. Program Review Presentations: None
10. Other Business: None
11. Unfinished Business: None
12. New Business:
	1. Election of PARC officers: The chair outlined the duties of each position. Nielan Barnes was elected as chair. Brenda Vogel was elected as vice-chair. Gabriel Gardner was elected as secretary.
13. Meeting was adjourned at 2:23

Minutes recorded and submitted by Brenda Vogel, Scribe