

Notes from PARC Meeting

Program Assessment and Review Committee

September 28, 2009

Sage Hall 2030

9 a.m. to 10 a.m.

Don Rodriguez (ESRM)
Steve Lefevre (APP)
PeterSmith(COMP)
Kathy Musashi (APP)

Mike Riley(BUS/ECON)
Alex McNeill(LS)
Dennis Downey(SOC)

Nelle Moffett(IR)
Nancy Mozingo(BIOL)
Ed Nuhfer (FD)

Absent:
Liz King(ART)
Tiina Itkonen(EDU)
Jaye Smith(BUS)
Karen Jensen(NRS)
Luda Popenhagen(PA)

Simone Aloisio (CHEM)
Stephen Clark(SPAN)
Jesse Elliot(MATH)
Marie Francois(HIST/CS)
Greg Wood(PHYS)
Brad Monsma(ENGL)

Scott Frisch(POLS)
Harley Baker(PSY)
Betsy Quintero(ECS)

1. **Notes.** Steve Lefevre reviewed the notes from the last meeting.
2. **Assessment.** Steve Lefevre reviewed the current focus on assessment, that focus being on revisiting the current course and program outcomes. The goal will be for each program to map course and program outcomes. Ed Nuhfer responded to Nelle Moffett's concern that often the key step in assessment is moving beyond planning to data collection and analysis, and wasn't there the possibility that the key step would be lost. The first step is to clean up the Outcomes to make sure they're assessable.
3. **Program Review.** Steve reviewed the status of the four programs undergoing their second year of program review (Biology, Business, Computer Science and ESRM). Candidate nominations for external reviewers have been collected, with only Business completed and ready for subcontracting of candidates. Reviewers will be visit campus in November.
4. **Program Review Calendar.** Steve noted that the proposal to delay program review by one year for all programs had completed the first reading in Senate. Second reading will occur this week. It is anticipated that it be accepted. Psychology and History are agreeable to the change.
5. **Program Review Guidelines and Program Review Template.** Steve reviewed the tracked changes document of the *Guidelines for Program Review*, inviting PARC members to identify a way for them to review and approve revised *Guidelines*. After some discussion it was determined that Ed, Dennis Muraoka, and Steve would meet to integrate items that would be of future interest to WASC. Jacque Kilpatrick will also be consulted as she had input from earlier meetings. This product then will come back to PARC for review.

At the recommendation of PARC and other constituents, Steve had drafted a *Program Template for External Reviewers*. PARC had said that using a common format from the self-study through the final PARC reports should greatly enhance the efficiency of reporting. After discussion, it was agreed that the draft Template would be used for the current site visits and would undergo the same integration of WASC material and revision later in the semester. Numerous recommendations were made concerning the formatting, which Kathy would incorporate.

Area representatives were asked to contact their Chairs to request agreement about utilization of these draft documents for the External Review Process.

6. **Data Packs.** Nelle Moffett reviewed her new website showing the interactive data available from the Data Mart. She noted that the information is currently reserved to certain University committees, Chairs and Coordinators at this time.
7. **Assessment.** Due to time constraints this item was not fully covered. Ed Nuhfer noted that the terminology documents sent out early should be reviewed before this discussion continues at the next meeting.

