**California State University Long Beach**

**Program & Assessment Review Council**

**Meeting Minutes**

March 20, 2019

2:00 – 3:30 p.m. / AS-125

Please notify the Chair if you are unable to attend.

(nielan.barnes@csulb.edu)

Members Present: Hyeesoo (Sally) Chung, Mark Washburn, Brenda Vogel, LaRese Hubbard, Nielan Barnes, Elaine Frey, Adam Kahn, Yu Ding, Houng-Wei Tsai, Roger Lo, Gabriel Gardner, Jody Cormack, Kerry Klima, Sharlene Sayegh, Juan Apitz

Members Excused: Jessica Pandya, Mariah Proctor, Kirstyn Chun, Mishelle Laws

Unexcused Absences: Paulina Jones, Erlyana Erlyana

Guests: Jin Gi Houg, Forouzan Golshani, Antonella Sciortino, Javier Lopez-Zetina, Toni Espinoza-Ferrel, Anne D’Zmura, Lorin Johnson

* Call to Order (2:06)
* Approval of Agenda (2:07)
* Approval of the Minutes: March 6, 2019 (posted on Beachboard) (2:07)
* Announcements (2:08)
	+ 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 bring your electronic device or printed material to the meeting.
	+ Next PARC meeting is April 17, 2019 in AS-125 at 2pm.
* New Business:
	+ Introductions
	+ Program Review Presentations:
		- 2:10 pm BS in Construction Management (Gabriel Gardner, Yu Ding)
			* Comments from Dean Forouzan Golshani
			* Comments from Chair Antonella Sciortino
				+ Regarding time to degree and FTF unit issue, many students are transfer and bring in high unit counts already
				+ They have already made adjustments to class scheduling based on external review
			* Recommendations to the Department and College approved (2:34)
			* Recommendations to the PARC approved (2:35)
		- 2:40 pm Master’s in Public Health (Elaine F. Frey)
			* Comments from Graduate Program Director Toni Espinoza-Ferrel
				+ Provided timeline of activities available to students for advising purposes.
				+ Comments on their SLOs and the matrix they use to assess.
			* Comments from Chair Javier Lopez-Zetina
				+ Noted that when studies used for the PARC report were written, there was a major problem with tenure-track faculty density. It has improved slightly but is still the lowest density level in their college.
				+ Their MPH program was recognized by the national body for their assessment plan design.
				+ Questions by Jody Cormack for Javier about their accreditation cycle.
			* Recommendations to the Department and College approved (2:56)
			* Recommendations to the PARC approved (2:56)
		- 3:05 pm Film and Electronic Arts (Sally Chung)
			* Comments from Chair Anne D’Zmura
				+ Internal research shows that at least some of the issue about time to degree and advising concerns is related to the AP or transfer units that students bring prior to entering the program.
				+ Department has had many retirements recently and only 3 tenured/tenure-track faculty now.
				+ Noted that COTA and University-level assistance is needed to meet the concerns raised in the recommendations about their facilities.
			* Comments from Assistant Dean Lorin Johnson
				+ He will be working with all COTA departments to improve their assessment activities.
			* Recommendations to the Department and College approved (3:26)
			* Comments from Sharlene Sayegh regarding FEA’s lack of self-study.
			* Recommendations to the PARC approved (3:29)
* Unfinished Business:
	+ N/A
* Adjournment (3:31)