California State University Long Beach

Program & Assessment Review Council

Meeting Minutes

April 15, 2020

2:00 – 3:30 p.m. / Zoom Meeting ID: 663 239 240 https://csulb.zoom.us/j/663239240

Members present: Adam Kahn, Yu Ding, Kerry Klima, Reece Renninger, Navdeep Dhillon, Erlyana Erlyana, Nielan Barnes, Jody Cormack, Houng-Wei Tsai, Gabriel Gardner, Sharlene Sayegh, Kirstyn Chun, Elaine Frey, Mark Washburn, Mishelle Laws, Roger Lo, Sally Chung, Henry O’Lawrence

Members excused: Andrew Fogelman, LaRese Hubbard

Members absent: Susan Bloom, Audrey Bui, Juan Apitz

Guests: Lizzet Rojas

* Call to Order (2:00)
* Approval of Agenda (m/s/p 2:01)
* Approval of the Minutes:  Feb 5, 2020 (posted on Beachboard) (m/s/p 2:01)
* Announcements (2:03)
	+ 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 May 6, 2020 (via Zoom) at 2pm.
		- There are three outstanding reports that our expedited format of doing business should allow us to cover at this meeting.
* New Business:
	+ Discussion and Approval of UPRC reports (**see attached reports and department responses**):
		- Department of Civil Engineering and Construction Engineering Management (Mark Washburn)
			* Open for comments (2:04)
				+ Comment from A. Khan: 1) A question about the required, seemingly “heavy”, amount of sequencing. 2) How much in excess of the accrediting body standards is the department doing?

Reply from M. Washburn: Sequencing is an issue; though the accrediting body did not recommend reduced sequencing.

Reply from J. Cormack: COE programs are meeting our campus standards as well as the minimum standards required by the accreditors. There is no need at present to sync sequencing across the college.

* + - * Recommendations to the Department of Civil Engineering and Construction Engineering approved (m/s/p 2:13)
			* Recommendations to the College of Engineering approved (m/s/p 2:13)
			* Recommendations to the PARC approved (m/s/p 2:13)
		- Department of Geological Sciences (Elaine Frey and Andrew Fogleman)
			* Open for comments (2:14)
				+ Comment from E. Frey: External review was very interesting, fun to shadow.

Reply from J. Cormack: the external reviewers were incredibly helpful, they acted in an almost consultant capacity.

* + - * + Comment from S. Sayegh: Department now has an opportunity to engage in some transformation now about how to best assess and develop learning outcomes.

Reply from J. Cormack: report as written is fine but she will use some of the detailed suggestions from reviewers in the MOU.

* + - * Recommendations to the Department of Geological Sciences (m/s/p 2:20)
			* Recommendations to the College of Natural Sciences and Mathematics (m/s/p 2:20)
			* Recommendations to the PARC approved (m/s/p 2:20)
* PARC membership turnover- please help recruit new members from your colleges! (2:21)
	+ Number of outgoing members per college: CBA/COB 1; CHHS 1; CLA 3; CNSM 1; COE 1; CED 2; COTA 1; UL 1.
	+ College Election Processes:
		- COB election typically in May via email
		- CHHS election call out already, hopefully decided in May
		- CLA election already happened, A. Kahn will return, L. Hubbard may return, E. Frey has recruited a replacement
		- CNSM election has not happened; H Tsai may volunteer again
		- COE election already happened, info re: new PARC member will be forwarded to the chair
		- CED persistent vacancies
		- COTA election already happened; M. Proctor leaving; chair will contact S. Bloom regarding identity of new member
		- UL election already happened, G. Gardner will return
* Unfinished Business: (2:29)
	+ Updates re: ‘re-purposing’ PARC Charge discussion (Steering Committee)
		- Comment from J. Cormack, the ad-hoc task force is in the hands of AS already, first reading has happened. She will let PARC steering committee know of important changes in advance.
	+ UPRC Team deadlines and updates (2:31)
		- Some delay in reports is understandable given the COVID -19 pandemic circumstances.
		- Sharlene would like all reports already assigned to be completed.
		- Previously scheduled program reviews have been postponed until fall
		- Sharlene and Nielan will contact members directly regarding status of reports and any changes/updates in report assignments and deadlines.
* Adjournment (2:35)