**California State University, Long Beach**

**Program and Assessment Review Council**

**Agenda**

December 15, 2010

**2:00 – 3:30 p.m. / BH - 302**

**Please notify the Chair or Vice Chair or Secretary if you are unable to attend.**

**(**[**kfreesmn@csulb.edu**](mailto:kfreesmn@csulb.edu)**, [birkemei@csulb.edu](mailto:birkemei@csulb.edu),** [**bpernet@csulb.edu**](mailto:bpernet@csulb.edu)**)**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes for October 20, 2010.
4. Announcements

1. ***Welcome to the Program Assessment and Review Council (PARC)!***

PARC meets in BH 302 from 2:00 - 3:30 PM on the 1st and 3rd Wednesday of each month during the academic semester.  The PARC meeting schedule for AY 2010-2011 is listed below.

Spring 2011:  February 2, February 16, March 2, March 16, April 6, April 20, May 4 and May 18 (if needed).

2. **PARC Steering Committee**: Keith Freesemann, Chair; Richard Birkemeier, Vice Chair; Bruno Pernet, Secretary; Cecile Lindsay, Vice Provost; Sharlene Sayegh, Program Review and Assessment Coordinator.

3. **Review Teams**: A gentle reminder to send a copy of the program review report final draft to the Steering Committee for an edit review and table check before submission for Council review.

4. The Steering Committee communicates and addresses Council business via email – any questions, please contact us.

5. PARC conducts business via the PARC BeachBoard site. Check your “My BeachBoard” under “My Organizations” for access to the Program and Assessment Review Council.

6. No hard copies of PARC artifacts (e.g. agenda, minutes, programs, etc.) will be provided at meetings. Please bring either a copy or laptop with you to reference items under discussion. The PARC Steering Committee will either email you the needed artifacts or notify you that they are posted on BeachBoard.

7. **Please note: Next scheduled PARC meeting is February 2, 2010 in BH-302.**

8. Announcements from the PARC Members.

1. New Business:
2. Time Certain: 2:10pm, Lisa Vollendorf, Academic Senate Chair – CSULB

VI. Unfinished Business:

1. Review Program Review Calendar for 2010-2011
2. Review assignments Program Review Committees for 2010-2011
3. Program Review Presentations:
4. College of Business Administration – Time Certain 2:15pm. Report is posted on BeachBoard.
5. PARC Question and Answers

VIII. Adjournment