

Program Assessment and Review Council (PARC)
Minutes for Wednesday, Sept. 6, 2006

Members Present:

Raymond DeLeon, Martha Dede, Keith Freesemann, Jeremy Redman, Michelle Saint Germain, Mason Zhang, Judy Strauss, Robin Richesson, Kelly Janousek, Guy Bachman, Vincent Novack, Kristin Powers, Zvonko Hlousek, Betsy McEneaney, Cecile Lindsay

1. Meeting was called to order by the chair, Zvonimir Hlousek, at 2:10 pm
2. New members were welcomed. Discussion and confirmation of PARC membership.
 - a. Peter Holliday (Arts) and Renee Ann Cramer (Liberal Arts) will not be serving on PARC this year. Joan Theuer (Education) has indicated that she will be resigning from PARC soon.
 - b. Keith Freeseeman's term ends in 2007; Martha Dede's term ends in 2008.
3. Minutes from May 17 meeting were distributed and approved.
4. Z. Hlousek led orientation for new members (and a review for continuing members). Discussion based on a number of handouts included:
 - a. Review of PARC's charge, membership, calendar, steering committee, and the University Program Review Committees (UPRC) as specified by the Academic Senate.
 - b. Z. Hlousek will resend calendar of meetings via e-mail. Meetings are generally held on the first and third Wednesdays of the month, 2 – 3:30 pm, BH-203. There are 7 meetings in Fall Semester, 7 in Spring Semester.
 - c. M. Saint Germain gave overview of the Program Review Guidelines document.
 - d. Z. Hlousek summarized features of a Sample Report (written by a UPRC)
Discussion: K. Janousek asked about the status of the subcommittee that was asked to consider efficient ways of generating data for tables that should be included in a UPRC report. M. Saint Germain clarified that the tables shown in sample report illustrate the kind of data that the deans want in the report, but that flexibility is possible. V. Novack noted that the Institutional Research website has been revised (with help from M. Saint Germain) to make it easier to generate the tables. Step-by-step instructions for using the revised website for this purpose are available. Some discussion on the idea that the report should not merely report the data, but that interpreting data is important.
 - e. Z. Hlousek gave overview of the Policy on Program Review document, as approved by the Academic Senate, as well as the more detailed document in the Curriculum Handbook.
 - f. Z. Hlousek discussed the handout "Elements of the Self-Study for Program Review"
 - g. Z. Hlousek summarized the Program Review Time Line, as well as the Program Review Flow Chart
Discussion: Clarification that PARC votes on 1) whether to accept the program's self-study and 2) Whether to accept the UPRC report. Some discussion of the impact of the Memorandum of Understanding (MOU) that is the end product of the process. Eventually, each program's annual report will address progress on the MOU.
 - h. Other documents summarized included the Guidelines of External Reviewer Visit and a sample Alumni Survey.
 - i. All documents reviewed are also available on the Academic Senate website, under "Councils and Committees."

5. Z. Hlousek requested that members read and comment on the draft of PARC's annual report (2005-06). He will send an electronic copy to members; they can comment on the e-copy and return by e-mail.
6. M. Saint Germain reviewed the work of last year's PARC. Forty-seven programs were reviewed last year. Thirteen UPRC program reports are complete and ready for presentation this fall. Twenty-nine programs must be reviewed this year.
7. Completed reports from UPRCs were tentatively scheduled for presentation this semester.
8. Members were appointed to new UPRC teams for upcoming reviews.
 - a. Counseling – R. Richesson
 - b. Special Education – G. Bachman
 - c. *Discussion:* Suggestions to 1) ask members from last year who did not participate in many UPRCs to increase participation 2) rotate the position of chair of UPRC
 - d. M. Saint Germain explained the "Expedited Review" option for programs that must seek or maintain outside accreditation. 1 person from PARC should read the program's self study for their accreditation, fill out a checklist of essential self study elements, and write a short report advising PARC whether it should accept the accreditation self-study as is in lieu of the usual program review self-study or whether more information is needed. *Discussion:* Is one person sufficient for task? Suggested that 1 PARC member be assigned to read the self-study initially, but the member can ask that a "second opinion" be solicited from another PARC member. Reports would be presented at PARC meetings, with chairs and deans invited as usual. PARC would vote whether to accept accreditation in lieu of self-study, and whether to approve the short report prepared by the reader.
 - e. Volunteers solicited to read self-study for the following programs in Expedited Review.
 - i. Health Sciences – M. Zhang
 - ii. Health Care Administration – K. Powers
 - iii. Art – G. Bachman
 - iv. Dance – K. Janousek
 - v. Theatre – J. Redman
9. Z. Hlousek indicates that PARC needs to include a department chair in its membership. He is working informally to recruit a chair from the College of Engineering, since so many of its programs will be under review in the next couple of years.
10. The meeting was adjourned at 3:30 pm.

* Minutes approved, 9/20/06