

**Program Assessment and Review Council (PARC)  
Minutes for Wednesday, March 21, 2007**

Members Present

Jeremy Redman, Keith Freeseemann, Raymond DeLeon, Cecile Lindsay, Michelle Saint-Germain, Teri Yamada, Martha Dede, Robin Richesson, Olga Rubio, Zvonko Hlousek, Betsy McEneaney, Judy Strauss, Sabine Reddy, Kristin Powers

Guests in Attendance

Jean Houck (College of Education), Marquita Grenot-Scheyer (College of Education), Catherine DuCharme (Teacher Education), Ali Rezaei (Educational Technology), Anna Ortiz (Educational Psychology, Administration and Counseling)

1. Meeting was called to order by the chair, Zvonko Hlousek, at 2:05 pm.
2. R. DeLeon presented the UPRC report on the program in Teacher Education. The other UPRC member was Ali Rezaei from the College of Education (Educational Technology).

*Key Points:* The program is healthy and effective. Data collection is an issue in Teacher Education; specialization within the program is not counted in current procedure. Another problem is significant, uncompensated summer workload in the form of advising done by the coordinators and instructors.

*Discussion:* M. Saint-Germain highlighted that the program pays careful attention to assessment and also is ahead of the curve on the use of technology.

C. Lindsay asked about the conduct of off-site programs. Jean Houck answered that off-site programs are taught by regular faculty, mostly in Long Beach elementary schools. A change in federal regulations means that activity at off-campus sites must be reported, and these off-site programs are in compliance with the new requirements.

Discussion of whether there are too many options/specializations in Teacher Education. The field is wide ranging, but there is ongoing review to consolidate and label options appropriately.

Recommended change to Appendix 1 of UPRC report. Specify that the content pertains to assessments in the Early Childhood Education program.

Motion to accept Teacher Education self study passed.

Motion to accept UPRC report passed.

3. R. Richesson presented the UPRC report on the MS in Counseling (with options in Marriage and Family Therapy, School Counseling, and Student Development in Higher Education). Teri Yamada (PARC) and Paul Boyd-Batstone (Teacher Education) were the other UPRC members.

*Key Points:* The self study was excellent and was seen by the external reviewer as a model for other similar programs. The counseling program has strong local connections, especially to prospective employers of the program graduates, who are in strong demand. Faculty and staff have some needs that are outlined in the report, and in particular the counseling clinic is in need of furniture and video equipment. There are two small options Vocational Rehabilitation and Career Counseling that are struggling. Vocational Rehabilitation was approved as a program, but has never accepted students, though a recent hire has background in this area. Career Counseling can not staff courses, even though there is student need and demand.

*Discussion:* Will the College invest more resources to bolster these smaller options? J. Houck said that there is interest in reviving these options but there may not be the resources to do so. Recommended change in wording of last sentence, second recommendation to the college and administration to: “Ultimately, understaffing may affect the School Counseling program’s ability to seek re-accreditation.”

Motion to accept self study for MS in Counseling passed.

Motion to accept most recent version of UPRC report passed.

4. Z. Hlousek proposes that the Council discuss at a future point whether there should be a standard for minimum number of faculty in a program. Initial discussion shows that there are a number of viewpoints on this issue. Consensus to take up this question in the future.
5. Minutes of March 7 meeting approved with minor change.
6. Z. Hlousek discussed efforts to advertise for new PARC members. This included a flyer prepared with M. Saint-Germain that was distributed to faculty across the university.
7. Z. Hlousek announced that the Academic Senate’s feedback on the proposed Memorandum of Introduction for UPRCs was positive and that PARC can use the letter of introduction and modify as necessary as appropriate.
8. M. Saint-Germain reviewed the calendar for the rest of the year. Forty-five program reviews have been completed. Reports for Professional Studies, Economics, and Science Education were tentatively scheduled for April 18, with Educational Psychology and Administration, and Science Education tentatively scheduled for May 2.
9. K. Powers and B. McEaney volunteered for the UPRC for Mathematics and Statistics, combining internal review with external reviewers’ visit this semester if it can be scheduled.

Meeting adjourned at 3:45.