

**Program Assessment and Review Council (PARC)  
Minutes for Wednesday, May 16, 2007**

Members Present

Judy Strauss, Sabine Reddy, Keith Freeseemann, Cecile Lindsay, Michelle Saint Germain, Van Novack, Teri Yamada, Martha Dede, Zvonko Hlousek, Robin Richesson, Kristin Powers, Betsy McEneaney, Kelly Janousek

New Members for 2007-08

Norah Dunbar, Amy Heyse, Carol Lord, Markus Muller, Lesley Farmer, Mladen Barbic

Guests in Attendance

Michael Lacourse (HHS), Tony Sinay (Health Care Administration), Alison Wrynn (Kinesiology), Sue Stanley (Family and Consumer Sciences), Wendy Reiboldt (Family and Consumer Sciences), Ron Vogel (HHS)

1. Meeting was called to order by the chair, Zvonko Hlousek, at 2:05 pm.
2. Minutes for the PAR Council March 21, 2007 meeting approved.
3. Minutes for the PAR Council April 18, 2007 meeting approved.
4. Minutes for the PAR Council May 2, 2007 meeting approved.
5. K. Powers presented the expedited UPRC report on the M.S. program in Health Care Administration (HCA). Since the program underwent a full accreditation review, the UPRC report is expedited, with only one PARC member conducting the UPRC review. The expedited report is based on a review of the self study and the accreditation report materials, with some clarification from Tony Sinay. No direct interviews or observations were made.

*Key Points:* The program is seeking reaccreditation from the Commission on Accreditation of Healthcare Management Education. Recent changes in the program include an expansion to 45 units and the addition of a popular accelerated program, which generates extra funds for the program. There is also a small joint program with Nursing. There is a healthy demand for the program, with yield and graduation rates somewhat variable. Both external and internal reviewers note that the assessment plan needs to cite specific student learning outcomes. The Center for Health Care Innovation is a strong research group. Two new tenure track faculty will start in the fall, bringing the total number of full-time tenured/tenure-track teaching faculty members to 4. Ten part-time instructors bring additional real-world perspectives and expertise to the program. The program is trying to improve the level of diversity in the faculty. Three minority candidates were invited for campus interviews, and an offer was made to one, but salary requirements were not met. Minority adjuncts are also hired. The accreditation board had some concerns about the level of diversity in the faculty but these concerns were addressed. Advising occurs twice a year, with responsibilities for advising dispersed equitably.

*Discussion:* There was a question about the GVAR and the use of GMAT/GRE writing scores, and possible discrepancies in requirements between Nursing and HCA. The HCA

judges minimum writing performance based on the GMAT/GRE writing scores. A question was raised about the delivery of the accelerated program. Half the courses are online and half meet every other Saturday on a quarterly system. HCA will be collaborating with Ernst and Young on a new 18-unit certificate program in Bahrain. GWAR and program review requirements do not apply to such certificate programs. Responding to a question about whether the Bahrain program will stretch the small faculty too thin, Tony Sinay suggested that the Bahrain program is thought of as more of a continuing education program and not a major focus of faculty attention. All HCA programs draw substantially on adjuncts that have significant professional experience, which is seen as a strength.

3. Z. Hlousek presented the UPRC report on the M.A. programs in Family and Consumer Sciences (FCS) and the M.A. in Nutritional Science (NS). M. Dede chaired during the presentation. Liesl Haas (PARC, currently on leave) was the other UPRC member. A third member was Alison Wrynn (Kinesiology, College of Health and Human Sciences) also participated.

*Key Points:* The UPRC review was done over the summer. Faculty in the program clearly care about student learning, but the program needs more support. Within both FCS and NS there are four specializations. The department has identified some priorities on which much progress has been made: maintaining core focus and quality, enhancing advising and supervision of theses, providing resources for coordination in Winter and Summer sessions. Other priorities include developing online courses, establishing an Advisory Board and exploring alternative sources of funding through self support programs and external grants. Enrollment is higher in the Nutritional Sciences program, which is one of only 3 such programs in California. Applications and admissions have fallen significantly in recent years, with the decline driven by a drop in the Nutritional Science program. Enrollment and graduation rates are holding steady. An effort has been made to streamline the Nutritional Science program to shorten time to graduation.

Many students in the M.S. program in Nutritional Science complete a Dietetic Internship and fail to complete the requirements of the M.S., since the internship is rigorous and time-consuming and is a key qualification for many jobs. CSULB is unusual in requiring enrollment in the M.S. program in order to do a dietetic internship. However, the American Dietetic Association may soon require enrollment in a master's program along with the internship, in which case CSULB's program would be well positioned.

Assessment procedures are still in development. Faculty appear to be collecting data and using it as a guide to revising programs, but this process is not adequately documented. A new assessment plan linking student learning outcomes to graduate courses has been written. Tracking students from the different specializations as well as those from outside the program has been difficult, but the department has temporarily set up a database for that purpose.

*Discussion:* There was a question regarding the decision to concentrate advising responsibilities in graduate coordinator position. In response, students also are assigned a graduate advisor who is a specialist in the area of interest.

4. Introduction of new and old members of PAR Council.

5. Vote on Recommendations for the M.S. program in Health Care Administration.

Discussion: Suggested to strike “should” from all recommendations. M. Saint Germain thanked Kristin Powers for doing the first expedited review. K. Powers suggested that the expedited report include the same tables required of regular UPRC reports.

Motion to accept M.S. in Health Care Administration Self Study seconded and passed.

Motion to accept UPRC report seconded and passed.

6. Vote on recommendations for the M.S. program in Family and Consumer Sciences and Nutritional Sciences. M. Dede chairs discussion. Suggestion made to change recommendation 1 to the College/Administration to specify which “recommendation 1” it refers to. Also, include page numbers on final report.

Motion to accept M.S. in Family and Consumer Sciences and Nutritional Science Self Study seconded and passed.

Motion to accept UPRC report (as amended) seconded and passed.

7. Election of Chair, Vice Chair and Secretary for 2007-08. Only new and returning members can nominate and vote. M. Dede nominated Zvonko Hlousek for Chair. Van Novack nominated Keith Freeseemann for Chair. Nominations closed. Nominees made short statements regarding their qualifications. T. Yamada nominated Martha Dede for Vice Chair. Nominations closed. Nomination for Vice Chair accepted by acclamation. R. Richesson nominated Teri Yamada for Secretary. T. Yamada declined and nominated Robin Richesson for Secretary. R. Richesson declined. L. Farmer nominated Kelly Janousek for Secretary. Nominations closed. Nomination accepted by acclamation.

Voting by secret ballot for Chair. Z. Hlousek elected.

Meeting adjourned at 3:35.

\* Minutes not yet approved.