California State University Long Beach
Program & Assessment Review Council
Meeting Minutes

March 6, 2019
2:00 – 3:30 p.m. / AS-125

Members Present: S. Chung, B. Vogel, E. Erlyana, L, Hubbard, N. Barnes, E. Frey, A. Kahn, H. Tsai, M. Proctor, G. Gardner, K. Chun, K. Klima, M. Laws, S. Sayegh, J. Apitz
Members Excused: M. Washburn, Y. Ding, R. Lo, J. Cormack, J. Pandya
Unexcused absences: P. Jones
Guests: Jennifer Ostergren (CHHS), Lee Blecher (FCS), Wendy Reiboldt (FCS)

- Call to Order (2:04)
- Approval of Agenda (2:05)
- Approval of the Minutes: December 5, 2018 (posted on Beachboard) (2:05)
- Announcements
    - 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 March 20, 2019 in AS-125 at 2pm.
- New Business:
    - Introductions (2:07)
    - Program Review Presentations:
        - 2:10 pm BS in Hospitality Management (Sharlene Sayegh on behalf of the PARC Steering Committee for Mark Washburn) (2:08)
            - Comments from the program:
                - Lee Blecher provided copies of the program's current assessment plan. Noted that not all program learning outcomes are assessed in every course. He noted that more time needs to be spent having full-time faculty assess instead of part-time and that some changes to this end have already been made.
                - Recommendation about PLOs was amended per Blecher's comments.
                - Blecher commented on the unit count issue; noted that many students who eventually obtain a degree from Hospitality Management program start in other majors. Many also take minors from other departments which increase their unit count.
                - As part of the Beach 2030 efforts, HM program has been doing strategic planning.
                - Blecher noted that some part-time lecturers have been moved to full-time status but that the program has lost talent to the community college system through attrition
            - Recommendations to the Hospitality Management Program approved as amended (2:37)
            - Recommendations to the College of Family and Consumer Services and CSULB Administration approved (2:37)
            - Recommendations to the PARC approved (2:37)
        - 2:40 pm Film and Electronic Arts (Sally Chung) - **RESCHEDULED FOR MARCH 20TH 3PM**

- Unfinished Business:
    - Nielan and Sharlene fielded various questions from the floor about the new report template. (2:38)
    - The PARC checklist template for accredited programs was discussed. (2:49)
    - Program review UPRC activity updates
        - Mishelle and Adam discussed the self-study for Social Work. (2:51)
        - Reminder for members to hold the May 15th date for a meeting to hold elections for steering committee positions for AY 2019-2020. (3:01)
        - Sharlene congratulated member on their hard work, and noted that after PARC presents all reports on the calendar for this semester, we will be caught up with work and will have cleared the backlog of UPRC reports. (3:12)
- Adjournment (3:15)