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

October 16, 2019
2:00 – 3:30 p.m. / AS-125
Please notify the Chair if you are unable to attend.
(nielan.barnes@csulb.edu)

Members Present: Juan Apitz, Audrey Bui, Sally Chung, Mark Washburn, Henry O'Lawrence, Erlyana Erlyana, LaRese Hubbard, Nielan Barnes, Elaine Frey, Yu Ding, Houng-Wei Tsai, Gabriel Gardner, Andrew Fogleman, Kirstyn Chun, Jody Cormack, Kerry Klima, Mishelle Laws, Sharlene Sayegh, Reece Renninger
Members Excused: Adam Kahn, Roger Lo, Mariah Proctor,
Members Absent: Navdeep Dhillon
Guests: Jon Braswell (IR&A)

- Call to Order (2:02)
- Introductions (waived)
- Approval of Agenda (m/s/p 2:03)
- Approval of the Minutes: Sept. 18, 2019 (posted on Beachboard) (m/s/p 2:03)
- Announcements (2:05)
  - 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 November 6, 2019 in AS-125 at 2pm.
- New Business:
  - Role of UPRC, Reviewers & Department during External Reviews (Sharlene and Jody)
    - Reminder that UPRC members may attend all external review meetings with exception of the entrance and exit interviews. UPRC members are expected to fulfill their contractual obligations to the University prior to allotting time to attend external reviews. If UPRC members are asked to step out or remove themselves during the review, they are expected to do so.
    - Exact schedules for the reviews are dependent upon the organizational abilities of the department and not a reflection upon the Director of Program Review & Assessment.
  - PARC Dashboard in Tableau (Juan and Sharlene re: accessing, reading and analyzing data) (2:17)
    - Link to dashboard is on the PARC Beachboard homepage.
      - https://data.ir.csulb.edu/t/IRA-Public/views/PARCTables/Story1?%3aisGuestRedirectFromVizportal=y&%3aembed=y
    - Please be mindful that the dropdown menu options are sticky within the table but not sticky between the tables. Select from Class College first, then Class Department. When moving to a new table, you will need to re-apply the dropdown choices.
    - Tables and data can be downloaded and manipulated in Excel by using the Download -> Crosstab option. (Note: this did not work for live in-meeting demo. Juan Apitz plans to fix.)

- UPRC reviewers should pay attention to the absolute numbers and percentages. Analysis should highlight areas where data for the unit(s) under consideration are below university averages.
- Data is captured up until the day before census. (This includes 'Degree Awarded' data. Therefore, there will be Degree Awarded data for the current academic year which is partial; the full picture for the current academic year will only be known on the subsequent census.)
- For double majors: they are only recorded on these tables under their primary major.
- For graduation rates, the percentages are cumulative; i.e. the 6-year graduation rate percentage includes those students who graduated in 5 or 4 years. Graduation rates below University average should be commented on and addressed in the narratives of the UPRC reports.
- Transfer rates: they 2 year rate for transfers corresponds to the 4 year rate for native students.
- Unfinished Business: (2:50)
  - UPRC Team assignments (Sharlene)
    - Updated list is on Beachboard under the Program Review tab.
  - UPRC report presentation format (Nielan) (3:00)
    - See new template (on Beachboard under PARC Team Guides and Resources at the top of the list).
      - Proposal #2 for a shortened slide template adopted (m/s/p 3:04)
- Adjournment (3:05)