

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

February 5, 2020
2:00 – 3:30 p.m. / AS-125

Members present: Kirstyn Chun, Elaine Frey, Henry O'Lawrence, Houng-Wei Tsai, Juan Apitz, Hyeesoo (Sally) Chung, Roger Lo, Kerry Klima, Navdeep Dhillon, Erlyana Erlyana, Nielan Barnes, Susan Bloom, Mishelle Laws, Jody Cormack, Sharlene Sayegh, Mark Washburn
Members excused: Reece Renninger, Adam Kahn, Yu Ding
Members absent: Audrey Bui, LaRese Hubbard, Andrew Fogleman
Guests: Lizzet Rojas (AA), Nancy Hall (Linguistics) Dan O'Connor (CLA)

- Call to Order (2:03)
- Approval of Agenda (m/s/p 2:03)
- Approval of the Minutes: Nov 6, 2019 (posted on Beachboard) (m/s/p 2:04)
- 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 February 19, 2020 in AS-125 at 2pm.
- New Business:
 - Introductions (2:05)
 - Program Review Presentations:
 - 2:10 pm Linguistics Department (Gabriel Gardner)
 - Nancy Hall – comments (2:17)
 - More university support for ASL students is required, particularly regarding interpreters and captioning/adapting electronic materials
 - Will consider splitting TESOL MA off, per report suggestion.
 - Dan O'Connor – comments (2:19)
 - Department has had 3 chairs in three semesters; despite this, Chair Hall has done remarkable work.
 - ASLD program is the source of many new students to the University, who also take non-ASLD classes. Faculty in other areas need to be aware of how to welcome those students.
 - Recommendations to the Department of Linguistics approved (m/s/p 2:25)
 - Recommendations to the College of Liberal Arts approved (m/s/p 2:26)
 - Recommendations to the PARC approved (m/s/p 2:26)
 - Update of PARC Charge discussion (Nielan Barnes, Jody Cormack, Sharlene Sayegh)
 - PARC possibly to restructure as IPAC (Institutional and Program Assessment Committee)
 - Forces of change:
 - WSCUC, our accrediting body, is requiring institutional assessment
 - Assessment is implicated in Beach 2030 activities
 - Changes would address concerns about current program review structure and PARC concerns such as: high workload for UPRC, high workload for department at end of review period, lag in receiving meaningful feedback
 - Academic Affairs (AA) to add a Director of Institutional Assessment – this is a new position

- Proposed structure:
 - IPAC membership would be the same as PARC (plus new Director of Institutional Assessment)
 - Member duties would be revised pending approval of new charge
 - “Junior” members would be Program Review ‘leads’ for Dept/Programs in their College
 - “Senior” members would be Institutional Assessment ‘leads’ and constitute the IPAC institutional assessment subcommittee. For these efforts they would receive 3 units of assigned time.
 - This entire proposal should be viewed as the beginning of a discussion and the start of a long process.
 - Question: will the PARC charge need to be changed?
 - Yes, both the charge and the policy about program review will need to be changed and approved by Academic Senate.
 - Question: do we have ILOs now?
 - Yes, but they are not assessed. They will likely change as a result of Beach 2030. GE assessment may change as well.
 - Question: in the current structure, we can’t review our own programs it is seen as a potential bias problem.
 - In the proposed structure, the report will be written by administration/staff and the faculty member will assist their college with compliance.
 - Comment: the measurements that IPAC comes up with will help generate metrics which allow us to verify if our efforts actually work.
 - Question: the assigned time offer will only be available to the senior members?
 - Yes.
 - Comment: including staff and students in this new process would be welcome.
 - Comment: some faculty are not eligible to receive assigned time
 - Comment: faculty like to see the final numbers and what they mean. This proposal of having more specialized people work with the data and contextualize it for reporting out to other faculty is very welcome.
 - Comment: PLOs and ILOs need to be linked.
 - Yes, as well as the various initiatives of the Provost and President. The senior IPAC members would be working closely with rubrics and aligning them to larger priorities.
 - Question: would the IPAC look at larger operational measures?
 - Possibly, e.g. there might be something around sustainability.
- Unfinished Business: (3:07)
 - UPRC Team deadlines and updates
 - Discussion ensued
 - Sharlene: several reviews listed on the schedule will not be able to be accommodated given the time remaining in the semester.
- Adjournment (3:15)