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

October 21, 2020
2:00 – 3:30 p.m.
Zoom Meeting ID: 997 8968 2105

Members present: Nielan Barnes, Adam Kahn, Gabriel Gardner, Caleb Aparicio, David
Weinberg, Houng-Wei Tsai, Josh Palkki, Noah Golden, Susan Bloom, Yu Ding, Jun Yan,
Dede Long, Navdeep Dhillon, Sharon Teng, Ali Rezaei, Brianna Koster, Sara
Moghtadernejad, Kerry Klima
Members excused: Mishelle Laws, LaRese Hubbard, Sharlene Sayegh, Lorin Johnson,
Jody Cormack
Members absent: Janaki Santhiveeran, Mahmoud Albawaneh/Juan Apitz
Guests: none

- Call to Order (2:02)
- Approval of Agenda (2:03)
- Approval of the Minutes:  Oct 7, 2020 (attached and posted on Beachboard) (2:04)
- Introductions - waived
- Announcements (2:06)
    - 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 Nov 4, 2020 – is CANCELED.
    - 2020-2021 PARC Meeting Dates-
        - FALL 2020:  Sept 2, 16; Oct 7, 21; Nov 4, 18; Dec 2, 16 (hold date)
        - SPRING 2021:  Feb 3, 17; March 3, 17; April 7, 21; May 5, May 19(hold
          date)
- **New Business:**
    - WSCUC visit – will not need to meet with PARC (2:07)
    - Discuss and Approve UPRC reports (Council; 20-30 minutes):
        - Student Development in Higher Education (2:19)
            - Comments from members
            - Recommendations to the Program, College of Education and
              CSULB Administration, and the Program and Assessment Review
              Council approved (m/s/p)(2:20)
        - Chemical Engineering (2:25)
            - Comments from members
            - Recommendations to the Department of Chemical Engineering,
              College of Engineering and CSULB Administration, and the
              Program and Assessment Review Council approved (m/s/p)(2:26)
        - Electrical Engineering (2:30)
            - Comments from members

- Recommendations to the Department of Electrical Engineering, College of Engineering and CSULB Administration, and the Program and Assessment Review Council approved (m/s/p)(2:31)
- **Old Business:**
  - IR&A data tables – a word about data tables for accredited programs currently under PARC review (2:41)
    - Benchmark information relevant to the required PARC tables in the UPRC report template is available on the PARC Beachboard homepage. Members with further questions are encouraged to contact Lorin Johnson, Director of Program Review and Assessment and/or the PARC Chair.
  - Updates re: University Program Review Committee (UPRC) report due dates for Fall 2020; see list on Beachboard under 'Program Review Teams and Reports' tab (2:44)
    - Open floor for questions (2:53)
      - Q: from A. Rezaei regarding how to incorporate program/department responses to external/accreditation reviews into UPRC report
        - A: These should be read and placed in context. N. Barnes recommends reading oldest document (typically the MOU) first to understand concerns about the program/dept was when last reviewed. Then read the most recent document(s), beginning with the department response to the external/accreditation review, if available, followed by the actual external reviewers' reports and/or accreditation reports. The external reviewer/accreditation reports tend to be very helpful for identifying the main concerns and commendations that should be incorporated into the UPRC report.
- **Upcoming Business:**
  - Pending Program Review UPRC report presentations: (2:54)
    - Communication Studies (date TBA)
    - CPIE (date TBA)
- Adjournment (2:55)