California State University Long Beach

Program & Assessment Review Council

Meeting Minutes

December 2, 2020

2:00 – 3:30 p.m.

**Zoom Meeting ID**: 997 8968 2105 **Passcode: 963443**

Members present: Nielan Barnes, Adam Kahn, Sharlene Sayegh, Jody Cormack, Juan Apitz, Gabriel Gardner, Navdeep Dhillon, Ali Rezaei, Brianna Koster, Dede Long, Houng-Wei Tsai, Janaki Santhiveeran, Josh Palkki, Jun Yan, Noah Asher Golden, Susan Bloom, Yu Ding, Caleb Aparicio

Members excused: Kerry Klima, Sally Chung, Mishelle Laws, Lorin Johnson, Sharon Teng

Members absent: David Weinberg

Guests: Lizzet Rojas

* Call to Order (2:01)
* Approval of Agenda (2:03)
* Approval of the Minutes: Nov 18, 2020 (posted on Beachboard) (2:03)
* Introductions - waived
* 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 December 16, 2020.
	+ 2020-2021 PARC Meeting Dates-
		- **FALL 2020:** Sept 2, 16; Oct 7, 21; Nov 4 (cancelled), 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:**
	+ *Discuss and Approve UPRC reports (Council; 30-45 minutes):*
		- Department of Computers Engineering and Computer Science (CECS), B.S., Computer Engineering & B.S., Computer Science (Adam Kahn) (2:08)
			* Questions from the floor and discussion (2:19)
			* Recommendations to the Department of Computer Engineering and Computer Science approved (2:21)
			* Recommendations to the College of Engineering and CSULB Administration approved (2:21)
			* Recommendations to the Program Assessment and Review Council approved (2:21)
		- School of Criminology, Criminal Justice and Emergency Management, MS in Emergency Services Administration (CCJEM) (Gabriel Gardner) (2:24)
			* Questions from the floor and discussion (2:28)
			* Recommendations to School of Criminology, Criminal Justice and Emergency Management approved (2:29)
			* Recommendations to the College of Health and Human Services approved (2:29)
			* Recommendations to the Program Assessment and Review Council approved (2:29)
		- School of Criminology, Criminal Justice and Emergency Management, MS in Emergency Services Administration (EMER) (Gabriel Gardner) (2:37)
			* Recommendations to School of Criminology, Criminal Justice and Emergency Management approved (2:38)
			* Recommendations to the College of Health and Human Services approved (2:38)
			* Recommendations to the Program Assessment and Review Council approved (2:38)
	+ *Discussion of Student Equity Concerns in relation to PARC templates and process (Council; 15-30 minutes)* (3:02)
		- Chair Barnes gave a verbal summary of a meeting that PARC Steering Committee had with the PARC student representatives on Nov 18, 2020.
		- Comments from the Council
			* Sharlene Sayegh and Lorin Johnson are working on redeveloping the self-study template as well as re-examining institutional assessment practices in general to include more voices (students, faculty, lecturers, staff, etc.) as well as equity perspectives
			* Noah Asher Golden suggested surveying students
				+ Discussion
				+ Jody Cormack noted that because the SPOT has to do with the Collective Bargaining Agreement it is not an ideal target. Departments could conduct their own end-of-term equity evaluation.
				+ Several members noted it is important to coordinate efforts so as not to duplicate data collection and generate ‘survey fatigue’.
			* Josh Palkki urged consideration of qualitative (via mixed methods) aspects of student concerns and equity.
				+ Discussion
			* Ali Rezaei noted that at least one question on the SPOT might address concerns about faculty treatment of students; also expressed concerns about survey fatigue.
				+ Sharlene Sayegh commented that Office of Assessment has plans to address dispersion of survey efforts and inconsistent definitions.
			* Jody Cormack spoke of what LBCC is doing in regard to looking at methods for curriculum assessment as related to equity, and suggested that some CSULB representatives may visit to learn their strategies.
* **Old Business:**
	+ *University Program Review Committee (UPRC) team assignments for Spring 2021* (Sharlene on behalf of Lorin Johnson 5-10 minutes) (3:07)
* **Upcoming Business:**
	+ *Pending Program Review UPRC report presentations*
		- The Master of Science in Health Care Administration (HCA) *– scheduled for 12/16*
		- Theater Arts Department - *scheduled for 12/16*

*Report rec’d/under review by Steering Committee*

* + - Design Department
		- College of Professional and International Education CPIE
		- School of Art
		- Family and Consumer Sciences
		- Journalism
* Adjournment (3:10)