

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

September 04, 2019
2:00 – 3:30 p.m. / AS-125

Members Present: Reece Renninger, Audrey Bui, Sally Chung, Mark Washburn, Erlyana Erlyana, LaRese Hubbard, Nielan Barnes, Elaine Frey, Adam Kahn, Yu Ding, Houng-Wei Tsai, Navdeep Dhillon, Roger Lo, Mariah Proctor, Gabriel Gardner, Jody Cormack, Kerry Klima, Sharlene Sayegh

Members Excused: Kirstyn Chun, Juan Apitz

Members Absent: Henry O'Lawrence, Mishelle Laws

- Call to Order (2:02)
- Introductions
- Approval of Agenda (m/s/p 2:07)
- Approval of the Minutes: May 1, 2019 (posted on Beachboard) (m/s/p 2:07)
- 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.
 - <https://csulb.edu/assessment> This link is the portal to all assessment activities at CSULB.
 - Sharlene and Nielan reviewed acronyms and gave a high-level overview of updated material on the public facing PARC website.
 - Next PARC meeting is September 18, 2019 in AS-125 at 2pm.
 - 2019-2020 PARC Meeting Dates-
FALL 2019: September 4, 18; October 2, 16; November 6, 20; December 4, 18 (hold date)
SPRING 2020: February 5, 19; March 4, 18; April 15; May 6, 20 (hold date)
- New Business: (2:15)
 - Program Review Presentations: None
 - Program Review Teams for Fall 2019: Sharlene Sayegh, Director of Program Review and Assessment.
 - Accredited programs have a different PARC process compared with traditional programs; they typically only need one UPRC reviewer.
 - Sharlene announced upcoming reviews scheduled for this academic year.
 - Jody Cormack strongly encouraged members to volunteer to serve on the traditional and expedited reviews that had vacant UPRC reviewer positions.
 - Various members volunteered; updated list forthcoming. (2:45)
 - The Program Review Process at CSULB: Sharlene Sayegh, Director of Program Review and Assessment.
 - Nielan gave a brief tour of the instructional and template documentation for reviews available on BeachBoard.
- Unfinished Business: None
- Adjournment (2:55)