

California State University Long Beach
Program & Assessment Review Council
Meeting Minutes
September 16, 2020
2:00 – 3:30 p.m.
Zoom Meeting ID: 997 8968 2105 **Passcode:** 963443

Members present: Nielan Barnes, Adam Kahn, Ali Rezaei, Janaki Santhiveeran, Brianna Koster, Houn-Wei Tsai, Jun Yan, Kerry Klima, Navdeep Dhillon, Noah Golden, Sara Moghtadernejad, Sharon Teng, Susan Bloom, Josh Palkki, Gabriel Gardner, Sharlene Sayegh, Jody Cormack, Lorin Johnson, Juan Apitz, Mishelle Laws

Members excused: Sally Chung, LaRese Hubbard

Members absent: Yu Ding

Guests: none

- Call to Order (2:01)
- Approval of Agenda (2:02)
- Approval of the Minutes: Sept 2, 2020 (attached and posted on Beachboard) (2:03)
- Introductions – waived
- Announcements (2:03)
 - 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 October 7, 2020, 2-3:30 pm.
 - 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:**
 - Program Review Discussion:
 - Mechanical Aerospace Engineering (all council members, 15 minutes): Please read the UPRC report and Program’s comments (documents located on Beachboard under ‘2020-21 PARC UPRC Teams and Programs Reviews’ tab) and bring any questions, edits, corrections and/or concerns you may have to the meeting for discussion. (2:19)
 - Recommendations to Dept. of Mechanical and Aerospace Engineering approved (2:20)
 - Recommendations to College of Engineering and CSULB Administration approved (2:21)
 - Recommendations to Program Assessment and Review Council approved (2:21)
 - UPRC report template and best practices for writing UPRC reports (Nielan) (2:39)
 - Questions from the Council (2:46)
 - CA Assembly Bill 94 (2013) is the source of the compliance requirement about State of California workforce needs.
 - Updates re: University Program Review Committee (UPRC) assignments for Fall 2020 (Lorin Johnson) (2:50)
 - Questions from the Council (2:52)
 - Noted absence of assignments from minutes of the Sept 2, 2020 meeting. Program Review teams for Fall 2020 are available on BeachBoard. Path: Table of Contents > 2020-21 PARC Agendas, Meeting Minutes and

Program Review UPRC Reports > Program Review Teams and Reports
2020-21 > Program Review Teams for Fall 2020

- **Upcoming Business:** (3:01)
 - Pending Program Review UPRC report presentations:
 - Chemical Engineering (date TBA)
 - Electrical Engineering (date TBA)
 - SDHE (date TBA)
 - Communication Studies (date TBA)
 - Upcoming PARC meetings/member capacitation:
 - Oct 7 overview of IR&A data tables (IR&A/Lizzet)
 - How to read/understand Accredited Review self-study reports (date TBA)
 - New Dept. Self Study Template & Institutional Assessment Task Force (date TBA)
 - WSCUC visit October 21-23, 2020
- Break out rooms for UPRC teams (3:24)
- Adjournment (3:25)