

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

Meeting Minutes-approved

October 06, 2021

2:00 – 3:30 p.m.

**Zoom Meeting ID: 832 9949 9992**

**Members Present:** Nielan Barnes, Ali Rezaei, Adam Kahn, Dede Long, Houng-Wei Tsai, Janaki Santhivereen, Jody Cormack, Jonelle Strickland, Jun Yan, Kerry Klima, Lorin Johnson, Noah Golden, Sally Chung, Sara Moghtadernejad, Sharon Teng, Yu Ding, Navdeep Dhillon, Juan Apitz, Gabriel Gardner (recorder)

**Members Excused:** Josh Palkki

**Members Absent:** Mishelle Laws, Susan Bloom, Michael Fender, Sandra Adams, Sogol Gharaei

**Guests:** Amy Cabrera Rasmussen, Dan O'Connor, Sharlene Sayegh

- **Call to Order** (2:02)
- **Approval of Agenda** (m/s/p 2:03)
- **Approval of the Minutes:** Sept 1, 2021 (attached and posted on Beachboard) (m/s/p 2:04)
- **Introductions** (waived)
  
- **Announcements** (2:11)
  - Next PARC meeting is October 20, 2021, 2-3:30 pm.
  - 2021-2022 PARC Meeting Dates-
    - FALL 2021: Sept 1, 15; Oct 6, 20; Nov 3, 17; Dec 1, 15 (hold date)
    - SPRING 2022: Feb 2, 16; March 2, 16; April 6, 20; May 4, 18 (hold date)
  
- **New Business:**
  - Program Review Report Presentations: Political Science (2:10pm time certain; Ali Rezaei & Sharon Teng) (2:23)
    - Discussion (2:33)
      - Chair Barnes made some late minor revisions and displayed them for all to read.
      - Department Chair Rasmussen thanked the previous Chair and UPRC, noted conversation in the dept. has already begun based on recommendations.
      - Chair Rasmussen noted an inaccuracy (off by 1) in the total faculty headcount of the department.
      - Comments from Dean O'Connor thanking PARC.
      - Comments from Lorin Johnson noting that the department is a model of robust assessment.
    - Recommendations to the Department of Political Science approved (m/s/p 2:34)
    - Recommendations to the College of Liberal Arts approved (m/s/p 2:34)
    - Recommendations to the PARC approved (m/s/p 2:34)
  - Overview and Q & A with IR & A re: PARC data tables (2:30pm; Juan and Sharlene) (3:17)
    - Both Sharlene and Juan are open for comments and questions about IR&A data from PARC members.
    - FTEs are used to judge enrollment and resource usage as well as capacity questions.

- UPRC members are urged to think critically and long term when analyzing longitudinal data. The self-study documents can be used for context of outliers.
  - Members should note that Graduation Rate numbers are cumulative up to the date, *not per year*.
    - Question from Navdeep Dhillon about FTEs
    - Question from Houn-Wei Tsai about graduation rates
  - The powerpoint presentation is available on the PARC Beachboard website under 'PARC Teams Guides and Resources'
  
- **Old Business:**
  - Updates re: UPRC assignments and deadlines for Fall 2021 (Lorin/Nielan; 10-15 minutes) (3:25)
    - Upcoming reports: Lorin will provide updated document to Chair Barnes after the meeting.
    - Chair Barnes will reach out to UPRC teams re: past-due reports
    - Chair Barnes will reach out to new UPRC teams to establish deadlines for reports currently 'under construction'
  
- **Upcoming PARC meetings/member capacitation: (3:27)**
  - MS in Counseling UPRC report presentation – Oct 20<sup>th</sup>
  - UPRC report template and best practices for writing UPRC reports (date TBA)
  - How to read/understand Accredited Review self-study reports (date TBA)
  - New Dept Self Study Template & Institutional Assessment Task Force (date TBA)
  
- **Adjournment (3:28)**