

**Academic Senate of California State University, Long Beach  
PARC Council Annual Report**

**Academic Year:** 2018-2019

**Name of Council:** Program and Assessment Review Council (PARC)

**Prepared by:** Nielan Barnes, PARC Chair

**Date:** May 2019

**Membership:**

Vacant: ASI (1 member); CED (1 member); COE (1 member); COTA (1 member); Lecturer (1 member).

Participating Membership: Chung, Hyeesoo (Sally) (CBA); Washburn, Mark (CBA); Pandaya, Jessica (CED); Vogel, Brenda (CHHS); Erlyana, Erlyana (CHHS); Barnes, Nielan (CLA); Frey, Elaine (CLA); Hubbard, LaRese (CLA); Kahn, Adam (CLA); Ding, Yu (CNSM); Tsai, Houn-Wei (CNSM); Lo, Roger (COE); Proctor, Mariah (COTA); Gardner, Gabriel (UL).

Absent Membership (non-attending): Jones, Paulina (ASI)

Ex-Officio: Cormack, Jody (VP Academic Affairs designee); Laws, Mishelle (VP DAF designee); Sayegh, Sharlene (Director, Program Review & Assessment); Chun, Kirstyn (CAPS/SS); Klima, Kerry (SS); Apitz, Juan (for Albawaneh, Mahmoud, IR & A).

**Membership Resignation:** Lowe, Ron (CLA)

**Membership Replacement:** Kahn, Adam (CLA)

**Membership Liaison:** None.

**Officers:** Nielan Barnes, Chair; Brenda Vogel, Vice-Chair; and Gabriel Gardner, Secretary

**Steering Committee:** Nielan Barnes, Chair; Brenda Vogel, Vice-Chair; and Gabriel Gardner, Secretary; Jody Cormack, Provost and Senior Vice President for Academic Affairs Designee; and Sharlene Sayegh, Director, Program Review and Assessment.

**Matters Reported to the Senate:** 1) Request to Academic Senate Chair and Colleges for replacements/representatives for vacant seats on the PARC Council. Request to Academic Senate Chair to monitor attendance and submit letters documenting service to PARC accordingly.

**Actions taken by the Council:** In 2018-19, the PARC completed 13 program reviews (see table below).

<b>Year</b>	<b>Program Reviews</b>
2018-19	14
2017-18	11
2016-17	14

2015-16	1
2014-15	3
2013-14	10
2012-13	11
2011-12	6
2010-11	9
2009-10	17

### **1) Completed Degree Program Reviews/Recommendations**

#### **COTA:**

-Department of Film and Electronic Arts:

B.A. in Film and Electronic Arts – Option in Narrative Production

B.A. in Film and Electronic Arts – Option in Theory and Practice of Cinema

Minor in Film and Electronic Art

#### **COE:**

-Department of Civil Engineering & Construction Engineering Management:

BS Construction Management (previously Construction Engineering Management)

-Engineering and Computational Mathematics Program

#### **CHHS:**

-Nutrition and Dietetics Internship Program

-Department of Health Science:

Master's in Public Health

-Department of Family and Consumer Sciences:

B.S. in Hospitality Management

-Graduate Center for Public Policy and Administration:

Master of Public Administration

-Department of Health Science:

B.S. in Health Science Option in Community Health Education

B.S. in Health Science Option in School Health Education

Minor in Health Science

-Department of Family and Consumer Sciences (FCS):

Master of Science in Nutritional Science Program

#### **CLA:**

-Jewish Studies Program

-Department of Comparative World Literature

-Department of Classics

**2) Completed Academic Support Program Reviews/Recommendations:**

- University Honors Program
- Bickerstaff Academic Center for Student-Athlete Services

**3) Program Reviews in Department Consultation Phase:**

- All College Advising Centers
- PASS Office

**4) Program Reviews moved to the 2019-2020 Program Review Cycle:****CLA:**

- Human Development BA
- Linguistics BA/MA

**5) Completed External Reviews with receipt of External Review Report (Accreditation):****COTA:**

- School of Art
- Design
- Theatre Arts

**COE:**

- Mechanical & Aerospace Engineering BS
- Chemical Engineering BS
- Civil Engineering BS
- Computer Engineering & Computer Science BS
- Electrical Engineering BS

**CHHS:**

- Family & Consumer Sciences
- Health Care Administration MS
- Recreation & Leisure Studies BA
- Social Work BA / MS
- Speech Language Pathology MS

**6) Completed External Reviews with receipt of External Review Report (Traditional):****CLA:**

- International Studies BA

**7) Completed External Reviews with pending receipt of External Review Report (Traditional):**

*n/a*

**8) Self-study(s) received: Self Study deadline is June 1, 2019****9) Self-study extensions granted: n/a**

**Internal Proceedings / Discussion Occurred:** 1) Conducted AY 2018-2019 organizational meeting: reviewed PARC charge, member duties (officers were elected in Spring 2018). 2)

Reviewed the “Program Review in a Nutshell.” 3) Reviewed Elements of the Self-study for Degree Granting Programs. 4) Reviewed the Elements of the Self-study for Academic Support Units. 5) Reviewed Academic Senate Rules and Regulations regarding council absences. 6) Reviewed entire program review process. 7) Review of Institutional Research website. 8) Regularly reviewed the PARC Program Review Schedule/Team Assignments. 9) Revised and approved a new UPRC report template. 10) Created a ‘self-study checklist’ for expedited program reviews, based on the new UPRC report template. 11) Instituted a UPRC report writing and presentation schedule with pre-determined deadlines. 12) Worked on electronic signature (Docu-Sign) process for UPRC reports.

**Presentation / Reports Received:** None to report.

**Miscellaneous:** Chair/Steering Committee: 1) Presented or responded to questions regarding the Program Review Process from Departments and Program upon request. 2) Assisted Departments and Programs with Self-study document preparation. 3) Assisted Departments and Programs with data for self-study required tables. 4) Facilitated completion of Department and Program self-studies.

**Issues / Recommendations to the Academic Senate:** 1) Requests to fill Council membership vacancy and monitor attendance.