

PARC meeting minutes
September 18, 2019
2:00 – 3:30 p.m. / AS-125

Members Present: Kirstyn Chun, Juan Apitz, Reece Renninger, Sally Chung, Mark Washburn, Henry O'Lawrence, Erlyana Erlyana, LaRese Hubbard, Nielan Barnes, Elaine Frey, Adam Kahn, Yu Ding, Houg-Wei Tsai, Navdeep Dhillon, Roger Lo, Mariah Proctor, Jody Cormack, Sharlene Sayegh
Members Excused: Gabriel Gardner, Audrey Bui
Members Absent: Mishelle Laws, Kerry Klima
Guest: Jon Braswell, IR&A

- Call to Order at 2:05
- Introductions
- Approval of Agenda – MSP 2:07
- Approval of the Minutes: Sept. 4, 2019 (posted on Beachboard): MSP 2:08
- 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.
 - Next PARC meeting is October 2, 2019 in AS-125 at 2pm.
- New Business:
 - Best Practices for writing UPRC reports (Nielan)
 - Document(s) to consult: UPRC Report Template (on Beachboard under PARC Team Guides and Resources)
 - PowerPoint available under Content / PARC Team Guides and Resources / Report Template + Best Practices in Writing
 - Get all the Documents Together
 - Template – a Rubric for developing a report
 - Most “recent” (up to 7 years) MOU (PARC website)
 - Department Website and/or program website
 - Tableau and Institutional Research Data
 - Self-Study
 - External Review Report
 - The deadline for writing a report is based on when the self-study and external review are submitted, but all other documents are available for an early start.
 - Read all documents with regard to the Template checklist – with the intent to identify the areas of Concern (Cn), Opportunity (O), or Commendation (C). If the item is not applicable (N/A) or a checkmark for an item which you do not have a comment on.
 - After your checklist, sort your comments into the narrative by area. Look for areas that are related to your recommendations, so that your comments are supportive of your recommendations at the end of the report.
 - It's helpful to make notes or references to which document your report is referencing (e.g. self-study p. 18, IR table 4, etc.)

- In writing recommendations, with relation to the PARC purview, is the department reflective of their program, curriculum offerings, student needs, and student learning outcomes. We emphasize program assessment – is the program engaged in assessing the learning outcomes of its students, and is the program effective in achieving its goals?
 - Recommendations are made at 3 levels (Department or Program, College, and University)
- UPRC report presentation format– discussion re: making current format more efficient (All)
 - Document(s) to consult: UPRC Report Presentation Format (on Beachboard under PARC Team Guides and Resources)
 - After you submit a 2-3 page report, the department/program has 15 days to comment on the report. It is then presented for approval at PARC.
 - The presentation includes an opportunity for the Program to present their position to the PARC.
 - Presentations should emphasize recommendations that are meaningful to the program, with the Cn/O associated with the recommendation.
 - The amount of reading of reports prior to the presentations was discussed, along with the presentation of data. There is an assumption that all PARC members will have read the 2-3 page reports prior to the meeting with the presentation. The goal of PARC presentations is to have thoughtful, engaged, and inclusive discussion by the members of PARC.
 - The idea of a PowerPoint template for reports was discussed. Such a template may be provided on the PARC website.
 - Teams:
 - Geological Sciences is now set for Nov. 14-15
 - Communications Studies is set for Nov 7-8, and needs a review team
 - Tableau – PARC Data (Juan Aptiz)
 - It should be easier to use and be public data – available for anyone to use.
 - Given connectivity issues, we will examine this in future meetings.
- Unfinished Business: Special thanks to Sally Chung for being more prepared than Mark
- Adjournment: 3:01