

**CSULB Program & Assessment Review Council**  
Meeting Minutes

September 01, 2021-approved  
2:00 – 3:30 p.m.

Please notify the Chair if you are unable to attend.

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**Zoom Meeting ID:** 832 9949 9992

**Members present:** Nielan Barnes, Adam Kahn, Dede Long, Houg-Wei Tsai, Janaki Santhiveeran, Jun Yan, Kerry Klima, Lorin Johnson, Mishelle Laws, Navdeep Dhillon, Noah Asher Golden, Sally Chung, Sara Moghtadernejad, Sharon Teng, Susan Bloom, Sogol Gharaei, Juan Carlos Apitz (for Mahmoud Albaweneh), Gabriel Gardener, Jun Yan, Jody Cormack, Jonelle Strickland.

**Members excused:** Michael Fender

**Members absent:** Ali Razaei

**Guests:** n/a

- **Call to Order** (2:06)
- **Approval of Agenda** (m/s/p)
- **Approval of the Minutes:** May 5, 2021 (attached and posted on Beachboard) (m/s/p)
  
- **Introductions** (2:08)- State name, department, whether new or returning (if returning how many years on PARC)
  - Members introduced themselves to one another
  - Prof. Barnes pointed out the veterans on PARC who can answer questions that newer members may have.
  
- **Announcements** (2:19)
  - 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 September 15, 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** (2:20)
  - Program Review Presentations: None
  - Overview of PARC Charge, Program Review Process, and UPRC role(s) (Lorin; 10 minutes)
    - Prof. Johnson walked through an overview of PARC (slides available on BeachBoard), including:
      - Program Review
      - Steering Committee
      - Traditional vs. Expedited Reviews
      - Program Review Process
      - The PARC Report/MOU
      - Questions?
    - Prof. Barnes encouraged members to visit the PARC Academic Senate website: <https://www.csulb.edu/academic-senate/program-assessment-review-council-parc>
      - Reminded us to remain focused on our charge/purview

• University Program Review Committee (UPRC) assignments and deadlines for Fall 2021 (Lorin/Nielan; 10-15 minutes)

- Prof. Johnson showed the 2021-22 PARC UPRC Teams document
- Prof. Bloom (COTA) agreed to serve as PC2 on the Nursing Review (in chat)
- In-person review for Kinesiology
- Prof. Tsai agreed to review the BA in Speech Language Pathology (in chat)
- Kerry Klima agreed to be PC1 for Kinesiology

• **Upcoming Business:**

• Pending Program Review UPRC report presentations/reports currently under review by Steer Com and report Due Date options (2:44)

<i>Reports rec'd by Steer Com and in MS Teams for Review</i>	<i>Presentation Dates</i>	
<b>Counseling Psychology</b> PC1: Brianna Koster	<b>10/6?</b>	
<i>Reports under construction w/UPRCs</i>	<i>Report Due Dates</i>	<i>Presentation Dates</i>
<b>PASS (renamed MAPS)</b> PC1: Houg-Wei Tsai	<b>August 30</b>	<b>Oct 20</b>
<b>Political Science</b> PC1: Ali Rezai PC2: Sharon Teng	<b>Sept 6</b>	<b>Oct 20</b>
<b>Recreation and Leisure Studies</b> PC1: Gabriel Gardner PC2: Dede Long	<b>Sept 20</b>	<b>Nov 3</b>
<b>Social/Cultural Analysis of Ed (SCAE)</b> PC1: Yu Ding PC2: Jun Yan	<b>Oct 4</b>	<b>Nov 17</b>
<b>Asian &amp; Asian American Studies</b> PC1: Kerry Klima PC2: Susan Bloom	<b>Oct 4</b>	<b>Nov 17</b>
<b>Anthropology</b> PC1: Mishelle Laws PC2: Noah Golden	<b>Oct 4</b>	<b>Nov 17</b>
<b>Business Advising Center</b> PC1: Navdeep Dhillon PC2: Sara Moghtadernejad	<b>Oct 11</b>	<b>Dec 1</b>
<i>Pending External Reviews and Reports</i>		
<b>Chemistry/Biochemistry</b> PC1: Sally Chung PC2: Josh Palkki	<b>External review 12/10-11, 2020</b> Rec'd self-study and accreditor report on 1/21. Awaiting external reviewer report.	
<b>The Learning Center</b> PC1: Sally Chung	<b>Visit 4/16</b>	

• Due Date Schedule/Options

<b>Due to Steering Committee</b>	<b>Presentation Date</b>
Sept 6	Oct 20

Sept 20	Nov 3
Oct 4	Nov 17
Oct 11	Dec 1
Oct 25	Dec 15

•New Assessment Policy Proposal (Jody; 20-30 minutes) (2:48)

- Proposal in CEPC: a grouping of proposals around assessment policy.
- Pushing for annual assessment—part of a larger change in program review
  - It is hoped that this will be a more effective, meaningful process
  - PARC may become IPAC – Institutional Program Assessment Council
  - Each college would have a “senior” (who works on ‘institutional assessment’) and “junior” (who works with Dept/Program on annual assessment) IPAC representative
  - Revised process of program review (UPRC) report-writing by Jody and Lorin and then presentation to the membership for discussion and approval (would require a new PARC charge)
  - Less work on Program Review reports and more work on Annual Assessment
  - Knowledge about assessment would be important for this re-envisioned committee
  - Timeline unknown
  - More information is available from CEPC representatives
  - Dr. Cormack encouraged members to give feedback to CEPC representatives
- Updated Self study template—increased focus on DEI

•Upcoming PARC meetings/member capacitation (3:14)

- Sept 15 - UPRC report template and best practices for writing UPRC reports (Nielan)
- Oct 6 – overview and Q & A with IR & A re: PARC data tables (Juan and Sharlene)
- How to read/understand Accredited Review self-study reports (date TBA)
- New Dept Self Study Template & Institutional Assessment Task Force (date TBA)

•Adjournment (3:20)