

PROGRAM ASSESSMENT AND REVIEW COUNCIL
Information on the Duties of Council Officers

The responsibilities for program review and assessment are shared by the Program Assessment and Review Council (PARC) of the Academic Senate and the Division of Academic Affairs. The faculty governance function is represented by the officers of the Council, including a Chair, a Vice Chair and a Secretary; and the Director of Program Review and Assessment serves as an ex officio voting member on PARC representing Academic Affairs.

The following information describes the duties of the PARC officers and the role of the Office of Program Review and Assessment in providing support to the Council. This information should help you if you have any questions about whom to contact about the agenda, program review schedule, review teams, the review process, and so forth, or if you are considering that you might like to serve as one of the PARC officers.

PARC Steering Committee:

The Council charge states that PARC shall establish a Steering Committee composed of the elected officers of the Council, the Director of Program Review and Assessment, and the Provost and Senior Vice President for Academic Affairs (or designee). The Steering Committee is responsible for the planning and scheduling of meetings, agenda setting, and transmittal of items to the Academic Senate. The Steering Committee also makes appointments to Council subcommittees and ad hoc committees, including university program review committees (UPRC), subject to provisions of the policy on program review. The Steering Committee generally meets on the Wednesdays before the next scheduled PARC meeting.

PARC Chair:

The Chair calls meetings of the Steering Committee and presides over those meetings. If you cannot attend a scheduled meeting, please advise the Chair in advance because we need to know how many excused absences there are in establishing a quorum.

The Chair, in consultation with the Steering Committee, sets the agenda for PARC meetings, makes time certain appointments for presentation of PARC reports, and distributes the agenda and all associated items to all PARC members in advance of the meeting. Please contact the Chair at least one week in advance of the meeting to:

- propose an agenda item for PARC;
- arrange for a time certain presentation of a PARC report;
- distribute your completed report to the Council for review.

The Chair calls for PARC members to serve on review teams and/or appoints PARC members to teams. To volunteer to serve on a review team, please contact the PARC chair.

At the end of the academic year, the PARC Chair writes an annual report and sends it to the Academic Senate.

The Chair receives three units of assigned time per semester, and is an ex officio voting member of the Campus Planning Committee and the Resource Planning Process Task Force (RPP).

PARC Vice Chair:

The Vice Chair assumes the duties of the Chair when the Chair is absent, and assists the Chair as requested.

PARC Secretary:

The Secretary takes the minutes at PARC meetings and at meetings of the Steering Committee. The Secretary transmits the draft minutes to the Chair for distribution in advance of the meeting, makes note of any corrections to the draft minutes, and forwards the final copy of the minutes to the Director of Program Review and Assessment (for posting on Beachboard and on the PARC web page), the PARC officers, the PARC membership, and the Academic Senate.

Director of Program Review and Assessment:

If you have questions about any of the following, please contact the Director of Program Review and Assessment, Sharlene Sayegh (Sharlene.Sayegh@csulb.edu) .

- Which program reviews are scheduled, in progress, or completed?
- When is my department or program due for program review?
- Who can present a workshop on program review or assessment, or consult with my department or unit?
- What is the difference between a regular and an expedited program review?
- Who is on the review team for my department or unit?
- What is the review process for an accredited program?
- Where can I get a copy of the self-study for my review team?
- Where can I get a copy of the report of the external reviewers?
- Where should I send my draft report?
- Where does my final program review report go?
- Who is the college representative on my PARC program review team?
- How are the external reviewers chosen? Can I suggest potential reviewers?
- Are the external reviewers paid? What are they expected to do?
- Who sets up the schedule of the external reviewers' visit to campus?
- Who should I contact if I have questions about the schedule of meetings?
- What goes to the University Archives?
- Is there an annual report on program reviews written by the Director?
- What is the MOU process, and how do I participate?
- Where can I get help with my annual report on the MOU?
- What if I want to post something on the PARC Beachboard page?
- What if I want to post something on the PARC web page (under the Academic Senate)?