

## APPROVED Minutes – PRC

November 15, 2017 3:30 p.m.

826 Classroom

### Members:

x	Stacey Bartlett	x	Rob McCandless
x	Craig Carmena	x	Susan Meacham
x	Darren Gurney		Kathy Royce

### Guests:

x	Roberta Kelley		
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1. Call to order. 3:34 p.m.
2. Approval of 10.25.17 Minutes. Darren moved approval of the draft minutes; Craig seconded; motion passed unanimously.
3. Discussion/action items: *The PRC will look at draft evaluations with confirmed information from SLO coordinator about mapping. We will review each program again and consider factors that will allow us to finalize the evaluations.* Stacey checked with Frank Nigro and Sara McCurry and confirmed that SLOs are to be mapped to ISLOs.
  - a. General Studies: Office and Computer Tech AS.1498. PRC members read and discussed the draft recommendation and accompanying data for this degree. Darren moved that the program be approved without qualification; Craig seconded. Approval was unanimous.
  - b. General Studies: Human Development AS.1501. The PRC members read and discussed the draft recommendation and accompanying data for this degree. Susan moved approval of the program without qualification; Rob seconded. The motion passed unanimously.
4. Discussion
  - a. College Council: Five updated evaluations and report. Stacey said that her meeting with College Council went well. They approved the institution-set standard of 70%. She revised PRC comments on other programs we had submitted to College Council to reflect the updated information on the institution-set standards.
    - 1) Analysis tools adjusted to reflect updated information – used for training.
  - b. Review/approve By-laws change to reflect adding non-voting member. Roberta said the area is now called “Student Equity and Inclusion” not “Access and Equity.” Craig moved that the By-laws be revised to include one non-voting member from Student Equity and Inclusion; Darren seconded. The motion was approved unanimously.

c. Review/approve AP4020 language to reflect adding non-voting member from Access and Equity and to formalize 3-weeks for return response on evaluation summary notifications. Darren moved approval of the modification to include one non-voting member from "Student Equity and Inclusion as designated by the Associate Dean of Student Equity and Inclusion." Craig seconded. The motion passed unanimously.

5. Reports

a. Institutional Assessment task force. Darren said much of the first meeting was devoted to team-building activities, discussion of the role of the task force and plans to research how other schools do institutional assessment. Although there are many negative metaphors around assessment, one positive perspective is: "Assessment is not a hammer, it is a flashlight." Stacey, with assistance from Tim Johnston, gave a presentation to the task force on standard agenda decision making. The next meeting is Friday, November 17<sup>th</sup>.

b. Report on training for completing PRs. Stacey summarized her impressions of both training sessions. While attendance was lower than she hoped for, both were positive experiences. She sent the training materials out to the deans as well.

6. New Assignments. There are none at present.

7. Next Meeting: December 6, 2017 3:30-5:00 PM. LOCATION IS TBD. The next meeting will be a celebration, not a working meeting. It will be at Mazatlan restaurant on north Hilltop.

8. Parking lot: Scheduling training or developing online/video training

9. Distribution of PRC tasks. Stacey said that at present the chair of the committee does all the analysis of programs under consideration and then brings it to discussion. She encouraged members to consider whether and how tasks can be divided and who could commit to those responsibilities.

10. Adjournment. 4:42 p.m.