

# Minutes

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## *PROAC*

1:00 p.m.

Friday, March 15, 2019

SU-137

Edward called the meeting to order 1:18 p.m.

**PRESENT:** Baba Adam, Edward Modafferi, Valerie Albano, Paul Baxter, Regina Coletto (Zoom), Caroline Dawson (for Lisa Diaz), Doug Kain, Kristi Rieg, Brandon Tenn, Caroline Kreide, William Baker, Craig Vilhauer (Zoom), Bryan Donnelly, Jennifer Gardner (Zoom), and Louisa Benhissen.

**Guests:** Kristi Wolf (Recorder), Gabriela Garcia, Denise Runner, Karrie Bullock, and Susie Williamson.

## **OLD BUSINESS**

Edward will post minutes to the portal.

### **PROAC Charge and Composition**

PROAC charge and composition was reviewed at the last meeting for the Shared Governance handbook. Questions have to do with the representation. Edward will follow-up with Julie regarding the VPI's attendance at these meetings, since Edward and Valerie report to the VPI already. Edward would like to remove the VPI from membership on this committee. Other membership question regarding MCFA, CSEA, and Classified Senate representation on this committee. Edward would like to make a recommendation against the Participatory Governance structure for this committee. Kristi stated that whether this committee is participatory or not, would depend on how the district views the committee. Edward would like to recommend that membership not be increased above what the membership was prior to PROAC. He will follow-up with Julie.

### **Updates to MCCD.edu Webpage / Program Review Documents**

Edward reminded Baba that the February minutes state that Baba's office is working on this. Baba has no new updates. Paul reported that Administrative Services went through all their resource allocation requests from the previous year and prioritized them at their management meeting. Those were submitted to ASMPC. Regina stated that Student Services is also OK with the resource allocation due date.

### **Calendar – Program Review Due Dates and Resource Allocation Dates**

Program Review due date is the first Friday of September.

## **Standing Items**

### **Accreditation Updates and Standing Accreditation Committee (SAC)**

Next meeting March 19. Working on Annual Report to ACCJC. Report is due April 5. Reporting that all course assessments are done every two years.

## **New Business**

### **TRAINING: Mapping Course Outcomes to Program Outcomes in eLumen – Edward Modafferi**

Edward gave a demonstration in eLumen to map the outcomes. There will be a training video made and posted.

### **Progress in Course SLO Assessments – Valerie Albano**

Valerie sent an email to the deans. Valerie reported that 107 course assessments have been submitted through eLumen in the fall. Some were multiple section assessments. She found that the 2x SLO assessment increased from 37-percent to 57-percent. Nursing has assessed all their courses twice now. Gabby is assigning courses to be assessed in order to get the 2x assessment in five years value completed. If anyone wants specific courses assessed, send the lists to Valerie.

### **Future eLumen Training Modules to be Developed – Valerie Albano**

Valerie reported that she and Edward will be developing a Canvas shell over the summer, and will post all the videos they've created and eLumen training videos, as well as developing other trainings.

### **Questions, CAT comments, CAT Business**

Question and answer time.

## **Announcements**

NOTE: Next meeting is April 19, a non-instructional day / holiday prior to Spring Break. Valerie asked if everyone was OK with switching the meeting to April 12. Everyone was OK. Kristi will check on a meeting room.

## **Next Meeting Date**

April 12, 2019 from 2-3 p.m. in Board Room.

## **Adjournment**

The meeting adjourned at 2:32 p.m.