

PARC meeting minutes
September 18, 2019
2:00 – 3:30 p.m. / AS125

Members Present: Kirstyn Chun, Juan Apitz, Reece Renninger, Sally Chung, Mark Washburn, Henry O'Lawrence, Eryana Eryana, LaRese Hubbard, Nielan Barnes, Elaine Frey, Adam Kahn, Yu Ding, Houn-Wei Tsai, Navdeep Dhillon, Roger Lo, Mariah Proctor, Jody Cormack, Sharlene Sayegh
Members Excused: Gabriel Gardner, Audrey Bui
Members Absent: Michelle 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 conducted electronically via BeachBoard. Council members access the PARC BeachBoard via their student tab. Please bring your electronic device or print material to the meeting.
 - Next PARC meeting is October 2, 2019 in AS125 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)
 - x PowerPoint available under Content / PARC Team Guides and Resources / Report Template + Best Practices in Writing
 - x Get all the Documents Together
 - o Template– aRubric for developing a report
 - o Most “recent” (up to 7 years) MOU (PARC website)
 - o Department Website and/or program website
 - o Tableau and Institutional Research Data
 - o Self-Study
 - o External Review Report
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