

**PRAC Minutes
October 20, 2025
Via Zoom**

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Off-Cycle Request - Math

- The Math Department presented justification for an off-cycle faculty request, focusing on student outcomes, equity, and faculty staffing needs.
- The Math Department regularly measures student outcomes and data show that Math students exceed expected performance benchmarks.
- There has been a significant increase in student performance over the past decade, observable in both internal department data and data published on the Chancellor's Office website.
- Equity gaps in Math are considerably lower than statewide averages, indicating that the department serves students more effectively than the community college average.
- While student performance has improved locally, statewide gains have increased at a faster rate than those at College of Marin.
- The department emphasized the importance of pro and tenure-track faculty and the need for more long-term faculty members.
- There have been three recent faculty attritions in the Math Department and the department currently has an approximately 1:1 ratio of part-time to full-time faculty, and there is a need to increase the proportion of full-time faculty.
- Four retirements have occurred in the last few years with no replacements.
- The request is for a conversion of a part-time position to a full-time position.
- This request does not increase total units; it is a conversion rather than an expansion.

Program Review Presentation

- One ongoing challenge of the 6-year program review cycle is the need to plan and allocate resources differently to keep pace with rapidly changing technology.
- Adjustments are often required to ensure students are equipped to keep up with these changes.
- PR group worked over the summer reviewing past data to help plan for the upcoming academic year.
- Emphasis was placed on using prior insights to inform forward-looking decisions.

Standardized Mini Review Form

- The overall goal is to simplify the mini review process.
- Acknowledgment that some departments may require different or additional questions.
- Departmental feedback will be essential in identifying:
 - Core (essential) questions
 - Standard questions appropriate for all mini program reviews
- A standardized form was discussed that could be used annually.
- The form would remain consistent in structure but allow for slight changes each year.
- These annual mini reviews could then be incorporated into the larger program review.
- Further questions for discussion:
 - What specific information would change on the form each year?
 - How can small annual changes lead to meaningful program improvements?
 - Who would be responsible for completing the form?
 - Would there be compensation associated with this work?
 - How are course materials and costs being managed?
 - Are discussions taking place regarding ZTC/OER and student needs?
- A goal of the process is to better include part-time faculty.
- This inclusion is appreciated and appeals to many part-time faculty members.
- Providing a video component was noted as beneficial for access and engagement.
- Interest in including an enrollment report highlighting:
 - High-enrolled courses
 - Low-enrolled courses
- Equity-related questions should remain a consistent part of mini reviews.
- Importance of including a practical report from the noninstructional side was discussed.
- *Noted that, contractually, responsibility may fall to the department chair (discussion incomplete and requires clarification).*

Action Items / Next Steps

- Gather departmental feedback on essential and standard mini review questions.
- Clarify responsibility and compensation related to completing the mini review.
- Determine how enrollment and equity data will be consistently incorporated.
- Clarify contractual responsibilities, particularly regarding department chairs.

The next PRAC meeting will be held on November 17, 2025 via Zoom.