

PRAC Minutes
October 20, 2025
Via Zoom

Maria Coulson, Dana Emerson, Colleen Mihal, Dayna Quick, Lisa Morse, Shaila Arbona, Lauren Amundson, Diamond Alexander, Chelsey Perez, Giovanni Nario, Eresa Puch, Lauren Servais, Holley Shafer, Sam Jackson

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.