

CASL/Program Review Committee Minutes

August 23 2017

BONH 330 1:00-3:30

Faculty Attendees (Voting members)	Cindy Stephens, Erin Delaney, Jason Burgdorfer, Nicole Faudree, Kelly Burke, Dilek Sanver-Wang, Jeff Baker, Debbie Klein, Rebecca Eikey
Other Attendees	Daylene Meuschke, Jerry Buckley, Barry Gribbons, Andy McCutcheon

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
CASL last meeting recap eLumen training Working Committee	<p>SLO Coordinator Cindy Stephens, invited the committee members to review the information and input that was provided during last meeting.</p> <p>The Committee members confirmed that meeting place, time, and date will remain the same.</p> <p>Kelly Burke announced that she will not be resuming her role as SLO Coordinator. She will remain a CASL committee member. It was announced that CASL member Erin Delaney will step in as Co Coordinator of Student Learning Outcomes. It was announced that Nicole Faudree will be stepping in for Cindy Stephens in Spring 2018 semester. It was announced that Dean Andy McCutcheon will be one of the deans who will be supporting SLO and Assessment work.</p> <p>It was announced that Associate VP of Academic Affairs Omar Torres, SLO Coordinators Erin Delaney and Cindy Stephens, Dean Andy McCutcheon and Evis Wilson will meet regularly.</p>		

	<p>Approval was sought for an in-person eLumen training with Melissa Kibrick on October 20th from 10 to 12:00 noon.</p> <p>It was reported that the session will aim to provide:</p> <ul style="list-style-type: none"> • Hands-on-training to include department chairs and course-coordinators. • Opportunities to plan on how to accumulate the data for purposes of disaggregating assessment <p>The committee members discussed revisiting and refocusing the mission statement toward defining the committee as a working committee. The Committee members then brought ideas to CASL work that included the following:</p> <ul style="list-style-type: none"> • Routine peer review sessions • Adjunct faculty outreach regarding assessment • Support for Program Level SLOs, Mapping work • Continuing work started by Kelly and Cindy through flex sessions highlighting best practices • Working on updating the handbook • CASL Website improvement • Creating a CETL course assessment FIG, response regarding it is pending • A-Needs- survey for faculty • Using Days of Assessments for CSLO assessments analysis and for finding cross-disciplinary commonality. <p>The Committee discussed ways of providing assistance by highlighting best practices and rewarding outstanding work. Assessment practices from both Chemistry and English Departments were considered as valuable examples.</p> <p>The committee discussed possibilities of surveying data for gateway courses and how passing/no passing rates relate to assessments success rates. It was suggested that the Committee reads the data broadly to see what works across disciplines.</p>	<p>Cindy Stephens will follow up regarding the CETL Assessment course</p> <p>Dilek Sanver-Wang volunteered to provide assessments from her department for the Committee feedback</p> <p>Erin Delaney will forward questions the English Department uses as guide to assessment discussions</p>	<p>Approval for session was confirmed at the meeting by Vice President of Instruction Jerry Buckley.</p>
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2. Approval of Minutes for 5.24.2017 Meeting		Kelly Burke motioned Erin Delaney seconded Jeff Baker abstained	Approved
3. PR-Recap of PR modifications PR Committee goals	<p>It was reported that he PR Modifications are with college’s programing staff. The timeline for updates completion is end of Fall 2017 semester.</p> <p>It was reported that PR for year 4 is available with some limitations pertaining to Final set of data and budget data. October 1st was mentioned as latest day for the latest uploads.</p> <p>It was reported that new features will be included for CTE market data, CTE Outcomes Survey; Access to visualizations regarding the survey including profile data to know who is in given classes and how that compares to the college. VAPA (Visual and Performing Arts) was brought as an example where Dean Meuschke of Institutional Research, Planning and Institutional Effectiveness, had met with the VAPA leadership on plans for a deep analysis of their data.</p> <p>Goals of the committee were reported as follows</p> <ul style="list-style-type: none"> • Turning the group into working group, • pushing forward with Peer Review; and maybe do one on the year 4 and try it out and coordinate training, • Establishing a PR Committee website • Establishing a schedule beyond the semester for the peer review; • Working on relationships with related committees like PAC-B <p>Here committee members provided input and examples that pertained to the budget prioritization through equipment appreciation lists, automating and separating replacement from new equipment. It was reported that the aim would be to treat the list as a cornerstone incorporated in the PR instead of it being a wish list.</p> <p>There was discussion on whether or not the peer review would have to be volunteer process. It was mentioned that motivating factors should be considered in preventing issues from arising. Committee members brought up points of addressing the idea that Program Review as connected to the currency of that program. It was mentioned that</p>	Jason Burgdorfer will send an info email regarding the program review and the availability of information	

	<p>giving and getting support from faculty in leadership to faculty would help move in a supportive way.</p> <p>Input for next meeting agenda was solicited from members. Potential agenda topics for September 13, 2017 meeting.</p> <ul style="list-style-type: none">• Identify/confirm volunteering Programs for the PR pilot,• finalizing instrument for PR as a summary in prompt• Discuss how will the timing of the changes from the MIS edited PR software impact the piloting of the new program review		
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