

CASL/Program Review Committee Minutes

September 25, 2019

BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Jeff Baker (CASL-Co Chari), Gary Quire (SB) Tony Law (Counseling); Kelly Burke (MSPH); Anh Co (MSPH)		
Other Attendees	Kathy Bakhit (MSPH); Don Carlson (SB); Jenifer Smolos (Dean, VAPA)		
1. PR: -when does a program get a Program Review? Daylene, Jeff and Jason report out	<p>Historically each department has performed a program review when they request a program review.</p> <p>Current Program Review models for departments with multiple programs vary, to reflect departmental culture and dynamics, as well as the institutional policy at the time of department creation or reorganization.</p> <p>There are separate and overlapping needs when considering Program Review elements as delineated in the PR tabs: Data Trend Analysis, SLOs, CE Addendum, Curriculum Scheduling, Facilities Staffing, Objectives/SWOT, and Budget.</p> <p>The differences and similarities in the elements of the PR are considered when deciding to run related programs review combined within a departments.</p> <p>In order to determine whether or not programs that share prefixes of courses need separate program reviews, it is of value to consider the degree to which the related programs’ needs overlap.</p> <p>Departments that separate their programs review on the basis of the different prefixes, find value in collecting and recordings the data separately</p> <p>While combined program reviews provide operational benefits. Different degrees of success are reported in the multiple programs under a department model. Department chairs with related but separate programs, can develop a combined vision if they have a combined Program Review. But they get budgeting information for each program budget code, but not an overall summary.</p>		

	<p>Mutual issues with combined or separate Program Reviews concern:</p> <ul style="list-style-type: none"> • finding a balanced operational model • finding fair distribution ranking of priorities for different programs' needs <p>The need for combined or separate program review, can be determined by providing the different departments with a recommendation based on the data from the PR's elements such as staffing, facilities needs etc.</p> <p>By the time Year 1 of PR, the academic staffing form should be integrated into the PR module.</p> <p>Facilities needs elements for combined PRs should provide a narrative for the TOP codes.</p>	<p>The PR Chair, Jason Burgorfer will provide a list of the Program Review elements such as TOP codes.</p>	
<p>CASL – Website/faculty manual, continued</p>	<p>Main recommendations for website work included:</p> <ul style="list-style-type: none"> • Move the historical information to a designated tab • Create an eLumen tab where all the eLumen user tutorial reside • Rename and merge Assessments guide • Redesign the ISLOs and other Learning Outcomes tab to include accordion type drop options, as found in the Academic Senate page • Rework the landing page to show tabs that lead to eLumen or print outs with instructions • Determine the audience for the Assessment background and Assessment creation <p>The SLO coordinators will create a map of the website with the required changes and additions. The SLO technician, will work on implementing the changes.</p>		
<p>4. CASL-disaggregation of modality via eLumen</p>	<p>CASL recommends that the course data disaggregated by modalities is made available via eLumen SLO performance reports or Tableau data.</p>	<p>Kelly Burke motioned for the recommendation to be send to the Academic Senate Gary Quire seconded the motion.</p>	<p>The motion was approved unanimously.</p>
<p>5. CASL Non-department class in degree impact on PSLO assessment (Ex. Business ADT)</p>	<p>CASL's proposed timeline of completing the assessment cycle for all courses is Spring 2020. In Fall 2020 Academic Programs will look into the courses within their specific programs and see how they are impacting their student success. How would courses from different disciplines, included in the ADT, be handled as they relate to the Program SLOs Assessments?</p>		
