

# CASL-PR Committee Meeting Minutes

**Date: May 10, 2023, Time: 1:30 pm – 2:50 pm, Place: CASL-PR Zoom**

Faculty Participants: Brittany Applen, Alexa Dimakos, James Jeffrey, Sab Matsumoto, Mary Powell

Non-Faculty Participants: Andy McCutcheon, Daylene Meuschke Lisa Sawyer, Evis Wilson

## TOPICS

**ePortfolio Item: Update** Alexa and Brittany facilitated a Pebble-Pad-ePortfolios training on May 5, 2023, for 15 participants representing both academic and nonacademic departments. The participants had varied levels of prior engagement with ePortfolios. Attendance incentives included flex and monetary compensation through application for supplemental services. Alexa and Brittany had applied and received funding connected with a COVID Relief Grant for this and future training.

Feedback from the training session's participants and others shows there is interest in both basic ePortfolios Pebble Pad training and next level training for PebblePad ePortfolios. Alexa and Brittany are considering adjusting duration and modality of the future ePortfolios trainings, to faculty availability and schedules.

### **Program Review Item:** Updates

PR Faculty Chair, would bring updates from Program Review work to the Academic Senate. In the absence of a PR Faculty chair, Lisa Sawyer and Daylene Meuschke are sharing the changes and updates to Program Review, Planning and Review for Year 3 (23/24) directly with David Andrus who is the President of the Academic Senate. Recent updates are:

- -Ability to print Budget/equipment reallocation summary and Perkins request summary like the print function for Budget/Equipment request rating
- -Added comment/text box for Level 2 and 3 reviewers to input correct "Forced Costs" budget code and description
- -Confirmation of the Funding Source from Level 3 Ranking Screens
- -A new code 888 by Level 2 and 3 reviewers to indicate supported budget augmentations from pending or partial funding sources that will include a comment box and automated email
- -Automated email statements keep the instructions generic so the message can apply to academic and non-academic programs reviewers.
- -Daylene will update the group before sending proposed changes to include the following a legend  
777- Request Supported and Funding identified  
888- Request Supported. Potential and/or Partial Funding identified  
999- Not Supported

- -Added Program Objective Column to Level 2 and Level 3 Augmentation ranking screen as the Program Objective selected by Level 1 for Budget Augmentation is not currently visible to the Level 2 and 3 reviewers.

The committee's formal vote is not necessary for adoption of these changes. Lisa and Daylene will update the summary with images and submit to David Andrus after providing the members of this committee with the updated summary.

### **3.CASL Updates**

Mary and Sab presented and answered questions from the department chairs at the IAC meeting in April. Their presentation slides are posted on the CASL Website under Resources Page. The accompanying 3 Year Assessment Cycle report is also on the CASL website under Reports. The plan is to generate the report once a year. Mary and Sab plan to reach out to departments with assessment needs as identified on the report

The Curriculum/Assessment Coordinators Training will take place on Friday, May 19 12:30 to 2:00PM. This training session will include a panel of experienced College of the Canyons coordinators. Flex hours will be available.

Mary and Sab have met with Lisa Sawyer, Paul and members of their teams regarding modalities that can be added to sections attributes in future eLumen data-loads. Six modalities they identified are: ONLINE, ONLINELIVE, HYBRID and HIGHFLEX and In Person and Blended courses.

Mary and Sab have met with Curriculum folks regarding New Course Revision Documentation. They plan to pilot the form and will offer training regarding using the form during the curriculum process including curriculum mapping in Fall 2023.