

CASL-PR Committee Meeting Minutes

Date: Sept. 25, 2024 -Time: 1:30P.M. – 2:50P.M. -Place: CASL-PR Zoom

Faculty Participants: Claudenice Braga-McCallister, Alexa Dimakos, Mary Powell, Tina Rorick

Other Participants: Jennifer Brezina, Daylene Meuschke, Evis Wilson, Paul Wickline

Topics

1. **Consent Item:** Approval of Minutes for Mar. 13, 2024, Apr. 10, 2024, May 8, 2024, August 28, 2024
 - a. Action: Minutes tabled until the next meeting.
 - b. Mary Powell will share the current committee membership list with Jennifer Brezina to assess voting status and vacancies.
2. **ePortfolio Item:** ePortfolio Implementation Update

Presenter: Alexa Dimakos

Alexa and Brittany are actively meeting with faculty and departments to expand **PebblePad** usage:

- Meetings scheduled with **Automotive Technologies, Nursing, Animation,** and **School of Business.**
- Discussion underway about using ePortfolios for **CPL (Credit for Prior Learning).**

Overall goal: Broaden adoption of PebblePad across disciplines and support departments in implementation.

3. **CASL Item:** SLO Assessment Status Data review for the ACCJC Mid-Term Report and its Accreditation Standard II.A.16 Improvement Plan

Presenter: Mary Powell

Attendees are encouraged to provide feedback and suggestions on the training session held during the first meeting of the academic year.

- **eLumen Platform Update** ELumen is launching a new platform called **ELumen Insights**, focusing on assessment integration with Canvas.

The **curriculum** portion of ELumen remains unchanged. Institutions are encouraged to transition as the **old assessment system will no longer be supported.**

Transition incentives:

- Simultaneous access to both systems during a pilot period if the transition begins this fiscal year.
- The new platform allows data visualization via **Tableau**.
- Possible reduced workload for Institutional Effectiveness staff.

Some challenges are anticipated with data entry and system learning curve. Two options moving forward: adopt ELumen Insights or search for a new platform.

Demo Scheduled: October 23rd at 1:30 PM during the next CASL meeting.

- Attendees are encouraged to bring department chairs, coordinators, or others who may benefit.

- **Midterm Report Preparation Accreditation**

CASL is responsible for drafting a significant section of the midterm report, due **mid-March 2026**.

Current phase: **evidence gathering**. The focus is on improving course-level assessment and documenting **loop closing** (action plans based on assessment data).

Assessment Data Reports

Evis Wilson presented a detailed report using Excel, designed to track course-level assessment activity across departments and schools.

The report includes data from Spring 2021 through Summer 2024, showing:

- Number of departments and courses
- Enrollment and assessment activity
- Percentage of courses with no evidence of assessment in eLumen
- Loop-closing plans and documentation status

Data is presented with color-coded tables and filters for easier navigation, including department-level breakdowns (e.g., Humanities > English).

Key Issues Identified:

- Many courses, particularly smaller or single-section ones, lack assessment data.
- While the top 30 high-enrollment courses have shown improvement, the majority still have no recorded assessment activity or loop-closing discussions.
- Concerns were raised over high percentages of unassessed courses, especially evident in the first page of the report showing comparative percentages.

Mary Powell reminded attendees that regular assessment is a requirement of the accrediting body, with all courses expected to be assessed at least once every three years.

There's an institutional need to improve documentation of assessments and loop-closing activities. Faculty and school leaders are encouraged to share the findings at upcoming school meetings.

Suggested strategies:

- Promote assessment of all courses, including lower-enrolled and infrequently offered ones.
- Record loop-closing plans and actions in eLumen.

Demo of the new eLumen-Canvas integration is scheduled for **October 23**, which may simplify assessment input by allowing faculty to enter data directly through Canvas.

Next Steps:

Discussion at future Instructional Advisory Council (IAC) meetings is planned.

Deans will be asked to support department chairs and faculty in improving assessment completion and documentation.

4. **PR Item: Upcoming Pre-Season Labs and Regular Season Training Dates**

- **Program Review: Orphan Programs**

A recurring issue around "orphan" programs (programs without a clear academic home) has resurfaced, specifically with the **Civic and Community Engagement Certificate of Specialization**. Historically, similar programs (e.g., Liberal Studies) were assigned temporarily to areas like Counseling, though they lacked centralized data due to courses being spread across departments. The group needs to determine where to "house" this certificate for assessment purposes, as current options (Career Ed under Harriet Happel or Civic Engagement under Patty Robinson) fall under **administrative**, not academic, program reviews. **Paul Wickline** noted very low enrollment in the core CCE class, suggesting a lack of current demand. **Jennifer Brezina** proposed speaking with the SBS School to find a possible departmental home.

Daylene will follow up with Andy (SBS Dean) or Jennifer to pursue that conversation.

5. **PR Item: Upcoming Pre-Season Labs and Regular Season Training Dates**

Erica and Daylene have scheduled **preseason open labs** for department chairs and new faculty:

- **October 2** – In-person
- **October 10** – Zoom
- **October 16** – In-person

Full Academic Program Review Training:

- **October 25**, 10:00–11:30 AM on Zoom

Administrative Program Review Training:

- Brief overview at MAC on **October 15**
- Full session on **October 25**, 1:00–2:30 PM on Zoom

IR (Institutional Research) will assist during these trainings.

6. PR Item: AP Score Review per Title 5

Nicole Faudree had raised the issue of **faculty regularly reviewing AP scores**. Originally brought to Program Review, but **Jennifer Brezina** clarified it will be handled through **Curriculum Committee** in collaboration with **Counseling** and the **CPL coordinator**.

Daylene acknowledged this and removed it from her team's task list.