

CASL-PR COMMITTEE Minutes

SEPT. 9, 2020

1:30 pm – 2:50 pm

Zoom (Bonelli Hall 330)

Voting participants: Brittany Applen, Jeff Baker, Jason Burgdorfer, Nicole Faudree, Howard Fisher, Ron Karlin, Kelly Burke, Justin Lundin, Cindy Stephens, Anne Marenco, Diane Solomon, Anh Vo,

Non Voting participants: Vita Manzo, Daylene Meuschke, Carmen Oushana, Omar Torres, Paul Wickline, Evis Wilson

Topics

1. CASL/PR- Consent Item: Minutes for 8.26.20 meeting

Anne Marenco made a motion to approve the minutes. Brittany Applen seconded the motion.

The minutes were approved unanimously.

Agenda item 5. was discussed as **Agenda item 2.**

2. ePortfolio update from Brittany Applen and Alexa Dimakos

PebblePad ePortfolios are now integrated with Canvas.

Anne Marenco has created PebblePad assignments linked them to Canvas. In her PebblePad workspace she'll be able to track data, she'll be able to do surveys and questionnaires.

The resource page for the ePortfolios created by Brittany Applen and Alexa Dimakos is available through a link on the Instruction website under ePortfolios-PebblePad ePortfolios.

<https://pebblepad.com/spa/#/public/4Mf66cMhxgpsbbtWmdskb55rgy?historyId=k7vgVSBn5g&pageId=4Mf66cMhxgpsbx6knymZRj6yxM>

The resource page includes:

- The PebblePad ePortfolios Mission, Vision statements and rationale behind ePortfolios.
- Sections with information specific to students, faculty and staff
- Basics of PebblePad ePortfolios
- ePortfolio Coordinators Contact information
- A link to the first COC PebblePad ePortfolio case study from the Paralegal Department
- Background and history of the work on ePortfolios dating back to 2013-2014. Special thank you goes to Omar Torres for his support.

Professional Development Department, and Leslie Car have committed to using PebblePad for a Professional Development ePortfolio workspace. Brittany is running a pilot mentorship in the fall 2020 with an adjunct Art faculty on using PebblePad for project-based learning. They are running the Professional Development mentor year using PebblePad templates to track their meetings and setting goals. Plans are to expand the mentor program in the spring 2021 semester.

Student responses to surveys and assignments are available to the faculty in chart, graph and reports forms. They can be exported and used to inform SLO performance.

Students may upload their evidence for the assignments in different formats, including PDF.

Interested faculty may contact Brittany and Alexa for one on one training sessions on ePortfolios.

Both the CASL website and ePortfolios website could benefit from more search options or labels such as “learning outcomes.”

3. **PR** – Update on modifications to program review module –Tabled to the next meeting
4. **PR** – Update on training video. Discussed as part of Agenda item 5
5. **PR** – Program Review Days in late Fall 2020 (Planning and Setting the Agenda).

The training provided through the Program Review Days aims to address two big challenges with Program Review: how to train effectively and efficiently on PR topics, and how to get the peer review element and collaborative work element on the program review right.

Feedback from department to department helps reduce silos. Advice from experts will not be in a roadshow format. Bullet points with all the training topics have been developed to correspond with the tabs in the Program Review Module.

On the first day Presenters on each of these topics would provide short overviews which will be recorded for later reference.

And then the second part of day one, people collaborate and work on their PR with their fellow chairs in breakout rooms, helping each other out sharing ideas, asking questions to each other. If they need help there'd be other breakout rooms where the experts would be for example a budget breakout room.

In between, day one and day two, chairs would work with their department's faculty and staff to complete the Program Review.

As they come back for the second day of Program Review Days, they would present their completed program reviews to each other in small groups, further breaking down the silos, sharing ideas with others who might be working on the same thing.

October 23rd Training details would be shared at IAC.

November 6th is the first day of the Program Review Days of Training.

November 20th is the second day of Program Review Days of Training.

Agenda and bullet points would benefit from being really specific about the time can be helpful.

Preparing and distributing materials prior to the sessions may be helpful as to accommodate the different learning styles.

Will there be a Program Review Handbook?

The training session covering such things like Mission, Data Trends could be sent to everyone in the form of instructional videos and work could be done asynchronously before the meeting.

After initial exposure to Program Review and after the initial training for Program Review, collaboration becomes more important. Receiving the training documents would help in making the collaboration time for the chairs.

This is year one of three for PR, and new department chairs are coming in for the first time.

Data coaches have been focused on data on Tableau reports, so that there more individuals on campus who understand how to retrieve the data.

Individual Departments can approach Institutional Research (IR) for that information.

Can IR preliminarily provide that information to the department?

Prepackaged information from Tableau could be very helpful.

Working on ways to customize filters in Tableau is helpful.

Breakout rooms could be organized with the different chairs and the different experts in separate rooms.

Assigning room numbers and letting the chairs have access to whichever room they need.

There needs to be someone that allows people to enter the different rooms. A faculty member can monitor the breakout rooms.

One way to work around the room monitoring issues would be to provide the participants with separate zoom links that stand for separate meetings.

Between day one and day two the chairs can work with their colleagues in their departments.

Day two would be a peer feedback day could be focused in small groups, or left to the individual department chair. This idea could be refined at the October 23rd IAC meeting regarding what to share and with whom to share the PR information.

Random assignment in groups could be beneficial for breaking down silos and collaboration.

6. CASL – eLumen Training Update – Report Running Training

eLumen has capacity to provide unitary level data access to the disaggregated data, it does not provide adequate access to that data. The formatting of the reports is often cumbersome.

Participation of CASL members in the Reports Module Training is useful.

IR and the SLO Coordinators will be meeting to review the reports and the different features.

Holding the training on a Friday could be helpful. Holding the training during part or a whole session of CASL-PR could be an alternative.

Identifying the participants in the training would then help determine what the dates for the eLumen trainings. Department Chairs and course coordinators, interested faculty members CASL-PR members, data coaches and administrators would be some of the participants.

7. **CASL** – ISLO Discussion (CASL members as ISLO ambassadors) tabled till next meeting.
8. **CASL** – Updated Handbook Review tabled till next meeting.
 - a. Divide up Handbook into sections and have teams review
 - b. Digital only (Format?)
 - c. Print versions? Obtaining funds for print version?