CASL-PR COMMITTEE MINUTES

April 22, 2020   **1:30 pm – 2:50 pm**   **Zoom Conference**

Voting Members					
CASL Chair SLO Coordinator	Jeff Baker	X	Learning Resources	Ron Karlin	A
CASL Chair SLO Coordinator	Nicole Faudree	X	Counseling	Tony Law	X
PR Chair	Jason Burgdorfer	X	K&PE	Justin Lundin	A
ePortfolio Coordinator	Brittany Applen	X	SBS	Anne Marenco	X
ePortfolio Coordinator	Alexa Dimakos	X	SB	Gary Quire	X
MSHP	Kelly Burke	X	MSHP	Dilek Sanver-Wang	A
Senate, MSHP	Rebecca Eikey	A	SBS	Cindy Stephens	A
K&PE	Howard Fisher	X	MSHP	Tara Williams	A

Non-voting members		
AVP of Academic Affairs	Omar Torres	A
AVP of IE and IPE	Daylene Meuschke	A
Dean of Humanities/SBS	Andy McCutcheon	X
Dean of VAPA	Jennifer Smolos	A
Guests		
Dean of MSE	Kathy Bhakit	X
Unknown	Carmen Oushana	X
MSHP	Teresa Ciardi	X

X=Present   A=Absent

Topics:

1. **CASL/PR- Consent Item: Minutes from April 1, 2020**

   Gary Quire motioned to approve the minutes. Howard Fisher seconded. The minutes for 4.1.2020 CASL-PR meeting were approved unanimously.

2. **PR – Review language for communication re status of budget items**

   Meetings have been scheduled in late April 2020 to address these items.

3. **PR – peer review or committee presentation update**

   The peer review process provides help to program chairs for individual departments PR. The committee presentation showcases the department PR work, so that themes across the different PR presentations are observed.

   The PR procedures anticipate that there would be peer review and feedback, but where does that live, where's that memorialized? Participation of data coaches for faculty looking for data or seeking help on how to interpret the data needs to be included.

   The committee would like to institute an appreciative inquiry approach to the PR peer review and committee presentations. The feedback form completed by the peer reviewer follows the Program Review

module prompts by including the headers for all the major questions that are included in PR. The form is used to document peer reviewer's recommendations. Modifications to the form:

- remove evaluative language
- department chairs are given opportunity to record their input on the form prior to the presentation to the PR Committee
- include a timeline for the presentation to the committee by the department chair and his PR peer reviewer.

Jason Burgdorfer will update the Q&A document and bring it back in two weeks for an update.

4. **PR –**budget module training including screen shots with explanation update
   A meeting is scheduled for 4.23.2020 to discuss a user manual to include step-by-step and screen captured information for the narrative and budget portion of the Program Review. It will be used for reference by peer reviewers.
5. **PR –** PAC-B summary: The last PAC-B meeting was on Monday, April 13th and Monday, April 27th. The meetings are held to review budget requests from Program Review, after they have gone through level 2 and 3. As of right now they are looking at forced costs requests only. Augmentations are not considered. Program Viability, and Enrollment Management Committees looked at the forced costs requests that were tied to those committees. Both committees have confirmed that the items for consideration are forced costs. There is no indication as to how much will be funded of the forced costs request. At the state level, this current year's budget is a roll-over budget from last year. We will not know our budget until late August pending the August budget addendum to the June roll-over budget.
6. **CASL & PR – Accreditation Overview**
   This item was tabled.
7. **CASL – ISLO assessment report out**
   An email was sent out to those assessing ISLOs this semester. A total of 18 instructions were contacted, 6 instructors were interested in loop closing. We will keep the same days and times and make the meetings virtual.
8. **CASL – Website review**
   The website review included the following recommendations for the SLO Technician:
   - Learning Outcomes links need to direct to the Institutional Learning Outcomes.
   - Institutional Learning Outcomes page needs modifications to display summaries of the ISLOs on the right side.
   - Pages need to open on a new tab.
   - Breadcrumbs should be added for ease of navigation.
   - Historical Information content needs grammar and content editing such as capitalization of the page titles.

- Degree areas proposals page has links that are broken. Out-of-date-language regarding Career Technical Education needs correction.
- College skills links need to direct to the right content.
- How do I? section links need to include Assessment Analysis. This section and other remaining pages will be revisited in the coming meeting.

9. **CASL – Planning for Assessment Day fall FLEX week.**

Presentations during the Assessment Day during fall Flex will most likely be virtual. Choosing the topic should allow for flexibility on what can be done in a remote format.

Setting aside some time for faculty to be able to talk about this past semester's experience and what the upcoming semester will be and mean for their CSLO assessments.

- The first question, or topic could be how did this crisis affect the collection of SLO data, how did it affect your student success in your assessment, how did it affect your ability to continue to teach and be an effective instructor?
- Break out rooms where faculty chat with each other and then report out would be beneficial given the anticipated number of participants (maybe 150 or more.) Prior the breaking out into groups the participants would be given context and instructions regarding the break-out sessions.
- Invite the Data coaches would present to the faculty about the assessment data.

Professional Development Committee Teresa Ciardi sees an opportunity to tie in the snapshots of assessment data with this year's theme which is: "Embracing all cultures."

- Look at the data to answer questions such as: "Did we see more of a gap or the same types of gaps as we've seen previously?;" "How did the going to remote learning, increase our gaps for disproportionate impact?"
- ComInvolve the Equity Minded Practitioners group to benefit the discussion on the impact of the crisis in light of assessment results that have been gathered during this time.
- Ask Daylene and her team to present on data from Tableau.

Alexa and Brittany can create ePortfolio templates or build a workbook, link it in Canvas and then allow participants to reflect on those ePortfolio. Interested faculty, participants can submit requests or questions regarding the templates or workbooks to them prior to the Day of Assessment. Participants who implement the templates could adopt that work throughout the Fall or Spring semesters.