CASL-PR COMMITTEE Meeting Minutes

August 26, 2020   1:30 pm – 2:50 pm   Online Meeting via Zoom

Topics

1. **CASL/PR- Consent Item: Minutes from May 27, 2020 meeting**.
   The minutes were approved as a consent item. No edits were submitted.
2. *PR – Update on modifications to program review module.*
   No structural changes to the PR module are planned for the Fall. Daylene will follow up with Jim Temple regarding the status of the changes to the PR prompts. She will have a status on the changes next week.
   Upcoming items:
   - instruction videos for the PR module.
   - bigger changes that will be in place would include staffing forms, will be discussed in the fall 2020 semester.

3. **PR - Program Review Days in late Fall 2020 (Conference style event over two days a few weeks apart where faculty will receive training, collaboratively complete their program reviews, and present their departments program reviews and objectives to their peers).**

The plan is to hold two the meetings.: On the first day in late October or early November, then follow up with another meeting a couple of weeks later. Zoom meeting participant limit of 300. This will accommodate wide participation.

The first part of the day, 2 ½ hours long, would be for all faculty, chairs participants training. 20 minutes presentations would help address the questions of participants on PR topics, such as budget, and smart objectives.

In the second part of day of the PR conference, participants will work with each other to complete their PR. Trainers would be available to answer questions.

After this training and completion of a rough draft of their Program Review, participants would meet for a second Program Review day where departments could present to each other, regarding their goals, budget items etc. This would provide an opportunity for peer review and collaboration on the completion of the program reviews before the end of semester. This may help to see how departments could be more collaborative in many aspects of teaching as well. This might model may translate well when the return on campus is a reality.

Two-day event works better because there is a lot to fit in one day.

The format fits because while training they can do their Program Review.

This is a great way for the faculty to collaborate.

Everyone is welcome to participate, but it is primarily for department chairs.

There will be break out rooms after the first presentation and training session. People would have to be assigned to the Zoom rooms. Break out room participation would be included for both days.

Friday November 6th would be a target day for the first day of the PR Conference. Having the second meeting, IAC on November 20th may be hard, but pushing it to December may be too late. Jason Burgdorfer will contact Omar regarding the timing of the second meeting as it relates to the IAC.

Jason asked if he should submit this to Academic Senate. The thinking is that submitting this information to senate, there is more opportunity for marketing as well as faculty participation. Jason will submit something to the Academic Senate.

The Committee consents to proceed with the PR training conference days in the Fall 2020.

4. CASL – ePortfolio update

Over the summer, Alexa Dimakos and Brittany Applen worked closely with the representative from PebblePad, Melissa Pirie Cross. They met weekly to ensure that the Canvas and PebblePad integration is successful. They are in the final stages of making sure everything is working and everything is effective.

Alexa and Brittany have created a portfolio resource, a page or series of pages, for faculty and students with ePortfolio in PebblePad

Brittany, shared her screen to illustrate the different tabs/pages in the resource ePortfolio with:

- Sample ePortfolios- Work on ePortfolios is a work in progress at College of the Canyons. There are several other institutions using Pebble Pad and they do have student samples and faculty samples. Faculty can use ePortfolios in PebblePad for professional development, tenure, etc.
- ePorfolio journey – This tab is a historical recap and current activities, that starts in reverse chronological order, showing what they're doing right now, going all the way back to 2014. It provides a sense of the scope and timeline of how they are working to make sure that the portfolios are integrated into our campus culture.

Also over the Summer 2020, Alexa and Brittany worked with the Paralegal Department, both Lori Young and Nicole Faudree to create a program level reflective ePortfolios for all their students in their program to contribute reflections for every course that they're taking. At the end, they will have a collection of culminating work.

PebblePad is collaborative one or more faculty can collaborate on workbook type ePortfolios for Accreditation or other types of ePortfolios.

Many types of templates are premade, faculty do not need to create them from scratch.

Interested faculty may get in touch with Brittany or Alexa to request an account for PebblePad portfolio.

Linking up courses or programs is possible, or any type of tracking and learning over time can be set up as well.

Data from the student surveys is very accessible and available immediately after students complete their assignments.

5. **CASL – Report out – Day of Assessment FLEX August 14th, 2020)**

The SLO Coordinators invited Vida Manzo to discuss the highlights of the Day of Assessment Flex event.

Data coaching was an important session. Not many faculty participated, but the data coaches were there and they were able to speak to what they were learning as much of it pertained to program review. They also reported out on what they are doing to help inform faculty how to use data for improvement and to ask for resources.

Six data coaches in different departments have focused on the various dashboards that are available through the IR website. The intention is to support faculty with how to interpret the data. That data is available to everyone. No need for a password. Anybody can access the success and retention data for departments, you can look at the program awards.

Data coaches have received training on how to access the dashboard become more comfortable with understanding everything that's available on that dashboard.so that then they can go out and help any individuals who maybe want to look at that data.

The data coaches provide the faculty perspective and get to hear how it looks from that perspective, to see what works and what doesn't work in terms of how we're presenting data, how things are labeled and how faculty interact with the data. This has created an opportunity to pause and adjust how we are building the dashboards in TABLEAU, as well as to help figure out how to best triangulate all the data between SLO's.

Once there is access to that data, the dashboard can be built to reflect that information and it also could provide additional analyses of what can be done through SLO data as well as program review data.

Data coaches are spending a lot of time defining how to have conversations with data in order to identify their strengths, where data coaches would feel comfortable.

The team has expanded to include counselors with the goal to have a well-rounded team. New data coaches as well as ones that have been in the team for a while allow the faculty the opportunity to able to relate to one or more of the coaches when it comes to helping to dive into the data.

Despite the small group of faculty, it was interesting to have the discussions on what to do with the data but also about what is done with it, whether it is going into the PR, or whether is used to improve the program review or maybe through additional training through professional development and CETL.

Data could be used in ways beyond Program Review. It could help support the creation of new courses; it could be used to elevate what faculty are doing, and how they are growing.

The Data Coaches model allows organic co-creation. Team members are collaborative, in their approach to the students and each other.

6. CASL – Agenda for remaining of the term

a. Faculty training for eLumen – When to bring eLumen training

eLumen faculty training with eLumen needs to be complete by December according to the contract that was initiated between the district and eLumen. CASL needs to come up with a date and information on needs and participants. IR input is needed for the training.

b. Review completed Handbook updates

Nicole reviewed the SLO Assessment Manual and updated it during the summer. The Committee may look to what Nicole has incorporated into the new draft.

c. Discuss and review CASL website changes

CASL-website will be completed this semester. Mainly the landing pages has been changed to include quick links and brief references to the Committee's mission and purpose. Pages containing information on how to and historical SLO work have been updated and reformatted.