

CASL/Program Review Committee Agenda

March 22, 2017

BONH 330 1:30-3:00

Faculty Attendees (Voting members)	Dilek, Kelly, Lee, Simon, Debbie, Erin, Diane, Nicole
Other Attendees	Audrey, Daylene, Omar

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. Approval of CASL/PR Minutes from March 8, 2017	SLO Coordinator started the meeting with the announcement that Miriam Golbert is stepping down from the committee Correction of Nicole motioned Erin snd.		
2. Quick CASL updates: <ul style="list-style-type: none">• Bio meeting• ISLO Rubrics	Focusing the meeting in future, it illustrated and informed topics of SLOs -Take aways were how to improve Assignments, SLOs -Others confirmed Generated discussion, outcome was a good exercise for the department, Dilek, Ricardo and I how to mesh together concepts and how to reinforce topics on all the classes. -More collaboration was wanted Curriculum map, consideration or assessment, make sure they are doing their SLOs Target more departments depending on the needs of the departments.		

	<p>Other departments that are beyond that might want to discuss something else.</p> <p>We got a lot out of it even it wasn't linear.</p> <p>It really does highlight how people feel and what they would like to do and how they would want to do it.</p> <p>ISLO rubrics are sent out to the group who are working on it. Make suggestions, changes. One more look is pending and after we will have an instrument that is consistent for everyone.</p> <p>The names of the rubrics are different then the ACCU as illustrated by team work and collaboration.</p> <p>Nicole reported on the Paralegal dept. retreat.</p> <p>Program SLOs –Two people were suggesting that tests as instruments and defining other assessment.</p> <p>Cindy came to offer her experience with Child-Development.</p> <p>Lee At the school meeting I made mention of the norming. Found some support, Dean supporting.</p> <p>One thing that came up, in the descriptions, they talk about 10 assignments and the language was clarified, 10 assignments from faculty and then the students submit results.</p> <p>What do you envision: TWO days of norming</p> <ol style="list-style-type: none"> 1) Details on how to do it 2) Second day go over stuff <p>The process will be organic, if there is a consensus that the rubric is acceptable.</p> <p>Cindy and Kelly will lead the norming</p>		
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	<p>session. Experience in norming. Identifying people with experience in norming. Perhaps pre-session training regarding norming.</p>		
3. CASL and PR: By-laws, final approval	<p>A final approval, check the wording for at large definition so it is expressed correctly. Two adjust that is for both Highlight everything and Nicole moved. Simon seconded For PR ie² correction ; and Nicole moved to approved Lee seconded All approved</p>		
4. Website work:	<p>Hand out with the website links Hopefully you had a chance to look at the website and make a list of the essential items Essential information How to organize resources Our site: updates by laws; linking to them or spelling out Background; Process; What to keep historically Different groupings Tab for assessment schedule</p> <p>Questions: Doing what matters funds that we could use to update the website Paralegal as an example</p> <p>Example from Long Beach City College. We would want somebody to guide in the new forms and rules. Results of assessments Institutional Students External and Internal Resources</p>		

	<p>PR link to our page Elumen log in button. Limited in the Archives</p> <p>The reason I go to the website is to get the forms. Directing new/faculty to the website. Fonts and colors – avoid. Assignments-revisions capture and post on the website. Examples of excellence Home page Static vs. Dynamic About CASL examples of excellence. Something that says :Assessment cycle and timeline and forms. Resources and archiving</p> <p>Discussion on the audience; accreditation, and resource</p> <p>Suggestion: Process of the idea and introduction What does the committee do with them Meeting and events How to writing SLOs How to Assess the SLOs Some of the links</p> <p>Dealing with Archives in a broad sense. And linking to the Archive within the pages. As user friendly.</p> <p>PR access via the intranet</p> <p>Meeting time. 1:30 to 3:00</p> <p>Big topics that would be more helpful.</p> <p>And specific topics could be brought to the Committee</p>		
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<p>5. PR: Update from the new program review specifications planning workgroup.</p>	<p>Optimistic after the presentation in Modesto. Still figuring out which direction to go. In house budget component discussion So far what we have recommended to the committee.</p> <p>Condensing ranking categories If you look at the PR text boxes Anybody can create that. Modesto is implementing that. The part that was interesting is the budget part. It was a rudimentary part, and what they say that elumen has promised.</p> <p>They did not have the Tablau embedded like we did. Next time we have a conference with Southwestern and reaching out to Linda. The other think we talked about was regarding embedding and eLumen cannot make it possible to customize.</p> <p>But when we looked at the budget part functions are not defined.</p> <p>Significantly complex is not always optimal.</p> <p>To start with a vanilla version and help eLumen figure out as they built a base. Faculty perspective is having an instrument that functions the same would be helpful.</p> <p>Centralizing still has value. Fitting our process instead of reviewing our process.</p> <p>Modesto has a council for each school and the dean alone does not decide.</p> <p>Practices at the College of the Canyons were discussed and taking it across the board.</p> <p>Funds were not proportionally allocated.</p>		
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	<p>Is there is a way that the group maybe expanded?</p> <p>Contact Tammy Decker regarding participating. Inviting other people.</p> <p>Next meeting is March 30th 1 to 5pm Join when you can. Check the room schedule.</p> <p>Pros and Cons to both; have to as we learned and there is some manual work place to their IR office and Business Office touching every page.</p> <p>Staffing is required and functionality is not there and it might take a lot more time.</p> <p>The concern is that the College has an intimate integrating plan throughout the years regarding the planning. Best practices and fuse them with eLumen. Planning integrating to budgets to objectives and to SLOs and codifying the different requests.</p> <p>Thinking of ways to make the software work for us.</p> <p>Artificial integration in connection of budget and goals.</p> <p>One of the meetings we had recently we raised questions about the integration. How does the information loads into the budget.</p> <p>Reflecting on the goals and objectives and how that relate to budgeting. If you were doing PR there were several requests.</p> <p>When we did the Elumen demo; it dumps into a PDF at least from what I can see it still can connect to the college's goal. Especially since we have won awards and could we make eLumen.</p> <p>Modesto would be happy to talk with us again, since they</p>		
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	<p>just launched. He was seeing the new updates.</p> <p>A third college (after South Western)</p> <p>They have developed videos etc. Costa.</p> <p>Continuing to look at the list and how to fit those into eLumen.</p>		
6. PR: Finish addressing standing questions about the peer review process	<p>Peer review questions from last year.</p> <p>-What is the role of peers in reviewing budget request (what format should the peers adhere? – Have you asked for all the things in the lists, training budgeting, creating labs for equipment, move something for the classrooms, What happens when you find something in the program review as a peer that doesn't add up:</p> <p>You review it and then you have conversation and I am not understanding how this relates to it.</p> <p>eLumen –Reviewer role to ask</p> <p>Would you like to get your review with comments</p> <p>Who makes the final decision before forwarding- the Chair</p> <p>How is the peer assigned-</p> <p>Faculty members of the committee and one would have to be assigned to at least one program a year.</p> <p>When are the PRs posted for review; Last year is up on Spring 2017.</p> <p>Should the PR be available for cycle 1. ?</p> <p>Once it is forwarded to the deans the deans may not make changes. Most of the times is not a planning issue but a budget issue.</p>		

	<p>One drawback on budget augmentation request or forced cost request. Objectives have not been updated, or the wrong objective is posted</p> <p>Make it available once it is approved by the dean.</p> <p>The planning has been an internal planning document</p> <p>PR. Website could be a place where the PR could be posted.</p> <p>What is the PR taskforce?</p> <p>That is the body that lead to the committee</p> <p>Training process for program review. At Committee training and then committee members would then train others through flex workshops.</p> <p>Collegiality and effective feedback. Budget terminology</p> <p>Forced cost;</p>		
7. PR: Discuss the peer review rubric/checklist.	<p>Rubric comments were assigned for next time. Two years ago as a checklist for PR as you are doing it.</p> <p>Bring feedback and what modifications are needed.</p> <p>We modeled it after the curriculum checklist.</p> <p>Summary report should be opportunity</p> <p>In the courses you can leave a comment on each section in eLumen.</p> <p>At the level two there are only two places where I can leave comments.</p> <p>When the operation</p>		