

CASL/Program Review Committee Minutes

May 24, 2017

BONH 330 1:00-3:30

Faculty Attendees (Voting members)	Cindy Stephens, Kelly Burke, Nicole Faudree; Erin Delaney; Simon Kerr, Dilek Sanver-Wang, Debbie Klein, Gary Quire, Howard Fisher, Jason Burgdorfer
Other Attendees	Barry Gribbons

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. Approval of CASL/PR Minutes from April 26, and May 10, 2017	<p>SLO Coordinators asked the committee members to consider the minutes for 4.26 and 5.10 CASL-PR meetings.</p> <p>SLO Coordinator Cindy Stephens asked for Change the order of three and four. eLumen re-cap and updates</p>	<p>Simon Kerr made a Motion to approve the minutes Nicole Faudree seconded the motion.</p> <p>Dilek Sanver-Wang Abstained from voting on May 10th minutes</p>	Approved

2. eLumen recap and updates	Cindy summarized the training meeting on 5/23; 5/10		
3. CETL Assessment Course	<p>The Committee was presented with the idea of a CETL course Assessment. The SLO Coordinators plan to include information on the definition of assessment, types of assessment, and measurement of outcomes. They will expand on the unit taught within the Skilled Teacher Workshop (CETL). They would like to draw from faculty who are experienced at assessment and SLO's.</p> <p>The SLO Coordinators provided explanation and details which included:</p> <ul style="list-style-type: none"> • Possible Ideas and Outcomes for the course • Fig Proposal: 1 Unit CETL Course on Assessment of Student Learning (FIG: Faculty Inquiry Group). • Requested Committee members to help identify faculty who have expertise for the FIG • Types of assessments (e.g. formative, summative) How to measure learning • The goal for the FIG: To Write the curriculum for the course. • How to reach the identified faculty: It was proposed that an email in the fall, to persons who are identified would be effective 		

	<ul style="list-style-type: none"> • What type of course would fit faculty schedules: hybrid; online on-ground meeting <p>The SLO Coordinators mentioned that two semester’s timeline would be dependent on timeline and availability.</p>		
4. Goal setting	<p>The SLO Coordinators requested and collected written feedback from Committee members regarding:</p> <ol style="list-style-type: none"> 1) Meeting time for next Academic year 2) Committee members rating, input regarding the following goals for the upcoming academic year: <ul style="list-style-type: none"> • eLumen training goals (as they relate to the Committee’s role and in keeping the Colleges values and culture in mind. <ul style="list-style-type: none"> • ISLOs • Creation of SLO assessment cycle • Handbook for faculty • Disaggregation –how to use it • Website • Committee members ideas <p>The SLO Coordinators offered clarification on the goals listed as needed</p> <p>The SLO coordinators reported that the ISLOs sessions are tabled for now.</p>		

<p>5. PR-Review of PR modifications and vote for approval</p>	<p>Jason Burgdorfer presented on the PR module changes for the committee's consideration. In the presentation, he was aided by Nicole Faudree;</p> <p>Barry Gribbons provided some input as well.</p> <p>It was pointed out that the previous, PR bulleted list is now converted into an annotated module. The May 25th Agenda on Academic Senate includes a link to that document.</p> <p>It was reported that the module will show budget funding status. If not approved a code would indicate if budget item is cut and it was reported that the information regarding what ranking and source would be included.</p> <p>It was reported General tab remains unchanged.</p> <p>It was reported that the module would replace previous description, with how the program mission aligns with the College's mission etc.</p> <p>It was reported that the SLO/ outcomes section that would see deletion of the staff column and enable future links to eLumen and tableau.</p> <p>It was mentioned that the PR module will include three directed questions and accreditation standards.</p>	<p>Nicole moved to approve the changes Erin seconded</p>	<p>PR Changes were approved.</p>
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	<p>It was reported when updating curriculum, the Internal factors would be in two tabs: First Internal Factors Tab:</p> <ul style="list-style-type: none"> • Sequencing of classes • Enrollment outcomes <p>It was mentioned that this area is now more specified. It was reported that this work was based on review of many PR.</p> <p>It was mentioned, that this information would connect to Tableau to further provide detailed comprehensive enrollment plan for the College, connecting with the actual schedule enrollment. It was mentioned that with this information we could look at what the departments are doing and inform the enrollment plan to get the folks to use the data and the ideas that are presented and captured. This could become a rich source of information college wide.</p> <p>Second Internal Factors tab,</p> <ul style="list-style-type: none"> • facilities • staffing <p>The classified and academic staffing forms would be embedded here.</p> <p>FTS, employment would be embedded.</p> <p>It was mentioned that the guideline would be that there would be no need to put in program review things that go into Facilities work order requests such as routine</p>	<p>Here the Committee was asked to vote on the term “investigate the use” -comment was deleted by vote</p>	
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	<p>maintenance. Equipment replacement would be a five year projected equipment replacement list. Large facilities projects, new buildings, major renovations would need to be addressed in this second tab of internal factors.</p> <p>External factors tab will include: CTE pathways; Common Assessment; Initiatives, CTE market data.</p> <p>CTE labor market data will also be mapped with SWOT analysis.</p> <p>It was reported that changes would be incorporated into the objectives section to indicate open and completed objectives, where no response or open would be separate from completed objectives. In addition, it was mentioned, that while creating the Perkins plan there were things in there to use it in a more meaningful way. It was mentioned that the objectives will be in one spot and so there would not be a need to repeat it. The objectives are set up in a way that they are allowed to be related.</p> <p>Here the committee discussed training and ways regarding minimizing the number of objectives listed in program review. It was reported that there would be big changes on the Activity Planning form embedded in the PR. Objectives will be connected with the Activities.</p>		
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	<p>Program Code could be the Activity number. So one could look into it and enter the budget number and a form to enter the forced cost.</p> <p>It was mentioned that each activity form could be ranked by all or nothing or rated separately. It was reported that changes would populate into the budget.</p>		
6. Celebration	SLO Coordinator shared details regarding the celebration gathering.		

Celebration to continue offsite at Cindy Stephen's home.