

**CASL/Program Review Committee Minutes**

**September 13 2017**

BONH 330 1:00-3:30

Faculty Attendees (Voting members)	Erin Delaney, Jeff Baker, Kelly Burke, Cindy Stephens, Diane Solomon, Debbie Klein, Jason Burgdorfer, Necia Gelker
Other Attendees	Daylene Meuschke, Denee Pescarmona, Andy McCutcheon

Topic	Discussion/Conclusion	Recommendations/ Actions/ Follow-up	Status
1. CASL/PR 8.23.17 Minutes		Kelly Burke motioned to approve Debbie Klein seconded	Approved
2. CASL Updates: <ul style="list-style-type: none"> <li>• September 22nd meeting with Natasha Jankowski,</li> <li>• Committee input on flyer</li> <li>• Preparation for the October 20th eLumen training for department chairs/course coordinators/faculty</li> </ul>	<ul style="list-style-type: none"> <li>• SLO Coordinator Cindy Stephens provided the committee members with a summary of the goals and expectations for the September 22<sup>nd</sup> event. She also provided explanation for the event’s schedule, the incentives for attending (flex credit), and solicited suggestions on how to promote the event. <ul style="list-style-type: none"> <li>• Following, the committee members suggested the following outreach strategies: <ul style="list-style-type: none"> <li>○ The inclusion of adjunct faculty</li> <li>○ A flyer in all faculty mailboxes</li> <li>○ A mention on the Monday report,</li> <li>○ Emailing all the COC faculty</li> </ul> </li> <li>• SLO Coordinator Cindy Stephens shared that Melissa Kibrick of eLumen will be present in person for the October 20<sup>th</sup> training. She mentioned that Melissa Kibrick had suggested that faculty should have their rubrics for the meeting so that the training is based on whatever they currently have and use. Furthermore it was reported that SLO Coordinators Erin Delaney and Cindy Stephens are visiting all the schools, having conversations that focus on the benefits assessment. They are planning meetings with department chairs as well as meetings where wider participation from schools is expected. The SLO</li> </ul> </li> </ul>	<p>Evis Wilson was asked to submit a request copies of the flyer in bright yellow paper for all COC faculty mailboxes</p> <p>Evis Wilson was asked to email an embedded copy of the flyer to all faculty</p>	

	<p>Coordinators reported that they have developed a flyer regarding these assessment meetings.</p> <p>The Committee members suggested that assistance with rubrics should be made available through working sessions or prepared questions.</p> <p>The Committee discussed ways to make the upcoming eLumen training more specific to the needs of the group. There were suggestions on requesting a customized reference sheet, where step-by-step instructions on eLumen implementation would be listed.</p> <p>The Committee members agreed that hands-on training would be preferred. Furthermore it was suggested that viewing eLumen training videos from other colleges, such as Cerritos College, would be helpful to the group.</p> <p>The discussion focused on gaining understanding for the expressed needs, considering the learning curb for eLumen, and in addressing how mapping CSLOs and PSLOs and ISLOs fits in this process.</p>	<p>Dean Daylene Meuschke will forward links to eLumen training videos to Committee members</p> <p>Dean Andy McCutcheon will share eLumen training and related talking points</p>	
<p><b>3. CASL</b> Mission Statement/By laws Committee membership/structure</p>	<p>SLO Co Coordinator Erin Delaney read the current mission statement and reviewed the mission's components with the committee members, inviting them to consider and discuss the content and wording;</p> <p>The Committee members focused on keywords that best captured the role and position of the CASL in engaging the faculty in the process of authentic assessment.</p> <p>Two versions of a mission statement emerged. The Committee decided to vote by email on the final version</p>	<p>SLO Coordinator Erin Delaney will email the versions on the mission statement to the CASL members for their final vote.</p>	
<p><b>4. CASL</b> Planning for September 22<sup>nd</sup> CASL Event</p>	<p>Needs survey input was sought out. The following points were made by Committee members:</p> <p>Awareness; comfort level Addressing Acronyms, Planning assessment Support needed regarding eLumen Platform implementation</p>		

	<p>Step-by-Step instruction  Lab-top carts, get in eLumen and play  The Committee members discussed a best time for the training, as well as any other ways to promote the event.</p>	<p>Dean Denee Pescarmona will help with lap-top carts if needed.</p> <p>It was decided that 1:30 to 3:00 would be a good time.</p>	
<p><b>5. PR</b>  Committee structure/meeting times</p>	<p>SLO Coordinator Cindy Stephens reported that the CASL-PR leadership had met with Rebecca Eikey of Academic Senate, to address the issue of time allotted in the meetings for CASL and PR.  The committee members were encouraged to provide input on the issue of time. It was suggested that CASL and PR alternate meetings where the agendas are entirely CASL or entirely PR.  There was unanimous agreement with the suggestion.  Following, the committee members answered the question: "Are you here for CASL/PR". The majority of the members answered "Both"  Comments followed to note that the members liked how joint meetings kept things integrated; that if the meetings were alternated, PR could have pressing announcements at the beginning as would CASL.</p>	<p>It was decided that the next meeting would be entirely a PR meeting.</p> <p>It was decided that By-Laws changes would not be needed.</p>	
<p><b>6. PR</b>  Peer Review - finalization</p>	<p>Jason Burgdorfer invited the committee members to consider the remaining peer-review questions on the peer review questionnaire.  The Committee members provided input regarding the number of peer-review volunteers and the number of programs reviewed by each peer-review volunteer. Also, they considered ways of evenly distributing the peer reviews per program review year, considering which program review year is more comprehensive. At the start of each three program review cycle the programs will be chosen at random to determine which year in the cycle they will be peer reviewed. There was discussion regarding the benefit of identifying and orienting new department chairs to prepare for PR peer-review orientation. It was mentioned that the plan is to institutionalize the peer review training through flex training and professional development.  There was consensus regarding peer-review to be done entirely by one volunteer per program, and that pairing reviews from like departments (e.g. CTE faculty with a CTE program) would be beneficial.</p>	<p>It was suggested that a date around December 8th</p>	

	<p>A timeline for the peer-review start was discussed as well as the when to time commitment for each peer-review.</p> <p>Further discussion focused on the approach of the program review as Programs vs. Departments program reviews. Confirmation was sought out regarding the formative/summative format of the PR. The committee members agreed that the peer-review document would be stored with the rest of the program review documents with the department chair, but not be forwarded to higher levels. The committee members agreed that a standard format would be implemented in order to provide consistent feedback. It was suggested that training for committee members and other peer reviewer volunteers would be done at the same time. Here Dean Denee Pescarmona took a moment to encourage the committee members to consider the benefits of driving the conversations about program review toward authentic assessment and its ties to the guided pathways and its implications on self-assessment.</p>	<p>should be set for submitting the peer-review.</p> <p>It was suggested that the next meeting is devoted to practicing a peer review on a selected program. Dean Daylene Meuschke will provide examples of existing year one copies.</p> <p>It was decided that the September 27<sup>th</sup> Committee meeting will be a PR meeting.</p>	
<p><b>7. PR</b> Open discussion - How do departments do their program review when they are various programs within a department.</p>		<p>This item was tabled for another meeting.</p>	