

**CASL/Program Review Committee MINUTES**

**October 10, 2018**

BONH 330 1:30-3:00

Faculty Attendees	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Brittany Applen (ePortfolio Faculty Coordinator, Humanities), Alexa Dimakos (ePortfolio-Faculty Coordinator, Humanities), Jeff Baker (VAPA), Kelly Burke (MSHP), Erin Delaney-(Humanities), Rebecca Eikey (Senate, MSHP), Howard Fisher (K&PE), Christine Iskander (Humanities), Ron Karlin (Learning Resources), Anne Marenco (SBS), Erika Torgeson-(Counseling), Tara Williams (MSHP); Anh Vo (MSHP); Guido Santi (Humanities)
Other Attendees	Jerry Buckley, Omar Torres

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
<b>1. CASL/PR</b> <ul style="list-style-type: none"> <li>• <u>Consent Item:</u> Minutes for 9.26.18 Meeting</li> </ul>	No objections or changes were offered.	Approved No objections the minutes	Approved.
<b>2. PR</b> <ul style="list-style-type: none"> <li>• Run through the online program review module to determine final edits for this year</li> <li>• Prioritization for next year's major program review edits.</li> </ul>	PR Chair Jason Burgdorfer ran through the online Program Review module. Feedback and recommendations for edits were made and included: <ul style="list-style-type: none"> <li>• Activate the link to the 5 Year Equipment list</li> <li>• Clarify the Frequently Asked Questions listing with a panel, include definitions and make it more accessible</li> <li>• Create a listserv and have new or chairs use that in conjunction with a Department Chair manual and PR training</li> <li>• Upload the current Academic Affairs goals</li> <li>• Improve the Rank Type on the PR module include the explanation whether the entries should be ranked as a project or separately</li> <li>• Change "FAQ" to "Help"</li> <li>• Move "activity description" before "object code" on the far left position</li> <li>• Add "activity request" in parenthesis next to Budget Equipment Request</li> <li>• Include explanation on the difference of Save and Validate and Save and Edit</li> </ul>		

	<ul style="list-style-type: none"> <li>• Anticipate questions when training faculty budget re-allocation function of the PR module</li> <li>• Include explanation regarding the procedure for approval</li> <li>• List the Budget Accounting Manual (BAM) under resources</li> <li>• Upload the new budget technical guide must be uploaded; Seek faculty input in the creation of that document.</li> <li>• Separate the queries into three query prompting textboxes in the SLO and Assessment; alternatively keep as three prompts but include clarification on what is being requested</li> </ul> <p>In the SLO and Assessment prompt, the question should change from “how?” to “have?” in order allow for broader reflection, to the disaggregated data for of success and completion. The faculty answering prompt 3 question, under SLOs and Assessments may need help from pedagogically trained data coaches, and input from Institutional Research. Also larger institutional conversations in addressing the question and interpreting the results are needed.</p> <p>Dr. Jerry Buckley reported that the district is checking with other districts regarding the job descriptions for data coaches, and looking to hiring from classified and faculty resources by the end of the term.</p> <ul style="list-style-type: none"> <li>• Activate link to the current Non-instruction support/Classified staffing form</li> <li>• Improve Perkins form display and rate of upload needs improvement</li> <li>• Gather feedback on the PR module from department chairs by preparing intentional survey with questions for each section of the module, and distribute the survey before by the end of November</li> </ul>		
<p><b>3. CASL</b></p> <ul style="list-style-type: none"> <li>• <u>Discussion and action item</u>: assessment submission timeline to send to curriculum for review/approval</li> </ul>	<p>This item is tabled until the next meeting;</p>		
<p><b>4. CASL:</b></p> <ul style="list-style-type: none"> <li>• <u>Discussion</u>: Action plan for loop closing</li> </ul>	<p>Reporting on this item will be delayed for the following reasons:</p> <ul style="list-style-type: none"> <li>• Disaggregated data categories are not yet uploaded into eLumen</li> </ul>		

	<ul style="list-style-type: none"><li>• Creation of the loop-closing Action plan and recording feedback from faculty in eLumen did not go as anticipated. The eLumen rep has been notified and request has been made to find ways to adapt the eLumen system to the current College of the Canyons loop closing process and structure.</li></ul>		
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