Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Cindy Stephens (CASL co-chair), Brittany Applen (ePortfolio Faculty Coordinator, Humanities), Jeff Baker (VAPA), Kelly Burke (MSHP), Erin Delaney-(Humanities), Christine Iskander (Humanities), Gary Quire (SB.
Other Attendees:	Omar Torres

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. CASL/PR • Consent Item: Minutes for 4.10.19 Meeting			Approved

2. CASL:
Update/Reporting item:
• Status of Action Plans distribution and loop-closing process review
• SLO Co-Coordinator Positions
	• The Assessment Analysis is recorded in eLumen via prompts in a course's scheduled Action Plan. Action Plans are scheduled unto individual courses by the SLO Technician or curricular coordinators.
	Curricular coordinators, or Department Chairs, in their eLumen course coordinator role, follow these steps to complete the action plan prompts:
	  1) Select the **Inbox icon** and the **Action Plans** tab or go to **Org Management** and click on the **Action Plan** icon.
	  2) Select the appropriate action plan in the **Action Plans list** and either click on it or choose the **Respond** button.
	  3) In the **Response** screen respondents provide an answer to each prompt describing their activities to complete the stated action.
	  4) Respondents scroll to the bottom of the form and select **Submit**.
	To manage and view Action Plan responses, under the S**trategic Planning** section, by selecting **Action Plans** tab:		

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	1) Use filters for courses and terms, select an Action Plan by checking the box in the left column and select **Summary** in the top of the table. 2) Select the **Details** tab to manage individual actions and view responses as PDF or Word reports or filtered at the bottom of the page by prompt number or course. • Cindy Stephens and Saburo Matsumoto, will step away from their SLO Faculty Coordinator positions for the upcoming year. Details for SLO Assessment Faculty Coordinators, and ePortfolio Faculty Coordinators job descriptions and release time will be distributed in the next week. All faculty is encouraged to apply. Priorities for the work of SLO Assessment Coordinators are set during weekly SLO Leadership meetings. Tasks, detailed in the job descriptions, are performed as a team or individually as needed and agreed upon, at team meetings. Former SLO Coordinators Erin Delaney and Kelly Burke, shared that they learned a lot in their SLO Faculty Coordinators roles. ePortfolios Coordinators Brittany Applen and Alexa Dimakos have identified PebblePad as the most suitable ePortfolio platform for the college. In the next year, ePortofolios Coordinators, will pilot the implementation of PebblePad for a small number of departments. ePortfolios Coordinator positions and SLO Assessment Coordinators, are also open to all faculty.		

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	In contrast, curricular coordinators positions are requested through the program review, forced cost request. The request is presented to PAC-B committee. Kelly Burke, Omar Torres, and a few others review the request, and assess the stated need for the curricular coordinator. Then they meet with the department chair to inform whether the coordinators that have applied, have been accepted for the role.		

3. PR:
   • Discussion Item: Program Review Prompts
	• Under the Curriculum tab: Organize the prompts in a table to show connections between courses, GE requirements, completers, etc.
	• Add the following to the table:
	   o A column for last course revision date in the table.
	   o Examples of completed table to illustrate possible answers.
	   o A column to indicate whether or not the course is credit/noncredit.
	   o A column to indicate future plans for the course.
	• Under Scheduling and Enrollment Management, include "degree completion, transfer, and your program-student population needs". Clarify the student population by providing examples: such as "evening students."
	• Under the overall Curriculum, Scheduling and Enrollment Management tab remove the prompts regarding Canyon Country and Technology and place them under a different prompt. Include an objective with the narrative of the prompt.		

4. CASL: Reporting item: • ePortfolios – Pebble Pad	This item was tabled due to time issues.		