CASL/Program Review Committee Minutes
August 28, 2019
BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Brittany Applen (ePortfolio-Faculty Coordinator, Humanities); Jason Burgdorfer (PR chair), Jeff Baker (CASL co-chair), Alexa Dimakos (ePortfolio-Faculty Coordinator, Humanities), Kelly Burke (MSHP), Gary Quire (SB), Dilek Sanver-Wang (MSE), Tara Williams (MSE) Tony Law (EOPS PT Counselor) Tony Clayton (SB); Erin Delaney (Humanities)
Other Attendees	Andy McCutcheon (Dean Humanities, SBS-interim); Daylene Meuschke (AVP Institutional Research, Planning and Institutional Effectiveness); Jenifer Smolos (Dean VAPA); Vida Manzo (Sr. Research Analyst, IDT, BSSOT); Evis Wilson (SLO Technician, Academic Affairs)

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. CASL/PR • <u>Consent Item</u>: Minutes for 5.22.19 Meeting			Approved

2. **PR** – Program Review changes for 2020-21	In 2020-21 the following changes will be implemented to the PR module:
	 - Program SLOs descriptions will be updated and formatted to fit into one box
	 - The Resources Invested table:
	     o Renamed to "5 Year Trend" where previous year will be dropped as another is added to keep it at a 5 year total.
	     o Will include a hyperlink would lead to where the data for the data trends is posted. Resources and requirements, for providing data for job placement rates, will be identified
	     o In the interim, Norris will be updating/entering data in the table, based on a template form that will be filled out by the chairs and attached to the PR at the end of the year. The template will be an excel sheet
	     o Data that can be pre-populated in the table, will be identified.
	 - Facilities and Technology Needs will contain items that were duplicates somewhere else.
	 - Staffing forms will be updated with the long term goal, that by the next full cycle, they will be included in the PR editable format.
	 - The Educational Facility Master-Plan goals will be pre-listed by program/department to include just that program's department goals.
	 - Jim Temple will provide information for the timeline of the implementation of all the 2020-21 changes.
	
	 Training for the data coaches will provide faculty with assistance in reviewing their PR data and making the connections to support the process.		

3. CASL: Data Coaches for SLO Assessment and Evaluation • Define Role for SLOs • Areas of Need	The data coaches can help the faculty answer the following questions as they relate to the SLO assessments data: - How to find the data? - What do the numbers mean (what is the significance?) - How to address the identified need, whether it is a classroom, department or institution? - How does overlapping of the disaggregation of data, fit in the identified need? - Can we have disaggregation reports based on course/section modalities (online, hybrid vs in person) The committee members are invited to attend the data coaches training on September 27th 2019 from 9 to 11 in BONELLI 106. The committee members will be sharing their course, department assessment data to help toward creating exercises for the data courses. Meeting with the Center for Education Teaching and Learning Educators will be held to train and pass the baton to faculty for classroom issues identified through the data.		
4. CASL – Insights into Performance Report for 2019 Data Disaggregation of Data	Evis Wilson presented the steps to running SLO Performance reports for courses that were assessed in 2019. eLumen users in the roles of Data Steward, Course Coordinator, and Department Coordinators, can run SLO Performance reports from the Reports module/tab in eLumen. Current issues that are being addressed regarding the disaggregation reports of Course SLOs: - Masking data points to comply with FERPA and California Regulations - Running reports for course series to track progress over the term or across term - Running reports for disaggregating data by course modalities	Evis Wilson to assist in forwarding the invitation to the 9.27.2019 Data Coaches training meeting to the CASL-PR members	

5. **CASL –** Mapping and Assessment of PSLOs	Program SLOs and their mapping source (CSLOS), are found under the SLOs and Assessments tab in eLumen. Course Coordinators, Department Coordinators and Data Stewards have access to that module/tab. PSLOs assessments are implied through the assessment of CSLOs that are mapped to those PSLOs. PSLOs assessment should be complete by Spring 2020.		
6. **CASL –** Next Steps Mapping Information Literacy to ISLO	The next step in the ISLO assessments, is to set up a date for the group of faculty who assessed the Information Literary ISLO in the Spring 2019, to discuss, analyze assessment results and close the loop on that assessment.		