# CASL-PR COMMITTEE MINUTES

## FEB. 24, 2021        1:30 pm – 2:50 pm        Zoom (Bonelli Hall 330)

**Voting Participants:**

Jeff Baker, Jason Burgdorfer, Kelly Burke, Alexa Dimakos, Rebecca Eikey, Nicole Faudree, Howard Fischer; Ron Karlin, Anne Marenco, Claudenice McCalister, Cindy Stephens, Anh Vo.

**Other Participants:**

Collette Gibson, Desiree Goetting, Vida Manzo, Daylene Meuschke Jim Temple, Ryan Theule, Omar Torres, Paul Wickline, Evis Wilson

**Topics**

1. **CASL/PR- Consent Item:** Minutes for 2.10.2021 meeting

   Nicole Faudree motioned to approve the minutes. Ron Karlin seconded. Minutes were

   approved at 1;41PM.

2. **ePortfolio** - Update from Brittany Applen and Alexa Dimakos

   More participants have joined the PebblePad Rolling Stones Tour. The deadline of ePortfolio culminating submissions is extended to April 15. This would allow anyone who would like to join more time to hop on board and maybe even during spring break.

   Best of show ePortfolio winners will be awarded $100.00 gift cards at a final event. Anyone who joins the tour can get 8 hours of Flex credit.

   There is no need to be a part of the showcase or the competition to address specific course needs. Email Alexa and Brittany or make a one-on-one appointment with our pebble pad representative, Melissa.

3. **PR –** Update from Jason Burgdorfer and Rebecca Eikey
   Discussion and prioritization of program review modifications for Fall 2021 (Start of new 3-year cycle).

   PR module will have two types of modifications:

   1) Align with initiatives that were added since the last cycle,
   2) Adding functionality by adding tags, replacing textboxes. For the bigger items such as such as embedded staffing forms and equipment replacement lists, or items from the Facilities Master Plan we would rely on Jim and his staff.

   Daylene and Jim Temple share a list with the PR Committee's proposed modifications and information on training, and status of modifications. A sample of the educational facility masterplan prompts and some suggested changes can serve as a starting point for the committee.

- Emails are already forwarded from level two and three to level one. Adding additional people would not be a problem. A function can be added to allow notifications to everyone through the process when the program review moves through the approval levels.
- Would email regarding 777 or 999 include a specific comment or one selected from a drop-down list?
  For 777 entries the prompt can state "If funded elsewhere name source."

  Norris is working at creating a separate, historical database, so you can always go back through and look to see what was requested, ranking or 999, 777 code items by year, or department. for all of the requests or just a particular year or just a particular.

- Daylene and Jim have a meeting scheduled with Harriet to talk about the true integration of the process of requesting from specific funds like Perkins and form that's needed so that it appears in the PR module.
- Timely comments on 999 -d items through drop- down selections may provide consistency and clarity for department chairs. The decision for 777 and 999 actions for Instruction programs is made on level 3, the programing logic is the same for level 2 and 3 and the drop-down list would be required in both levels.
- Notifications at the end of process of what was funded and the rankings, can be in a database than can be searchable through a link on the left of the program review screen. Access to the data would be available once Omar, the rest of the executive cabinet was done with it.
- A second way would be to make the final budget sheets available for each department within each division and see how much time that would take too,

- Staffing Forms: Jim and Daylene will meet with Diane Fiero to talk regarding committee and staff submissions timelines.

- The 5-year replacement list would ideally be in the PR and if selected an item would generate a budget request. Budget request on behalf of the department, would need an activity to associate with to trigger a budget request. Jim will check with Norris to see if the budget request initiated from the 5- year replacement list selection is possible.

- We plan to infuse the equity prompts a bit more intentionally throughout program review.

Daylene provided an excel sheet created by IT, containing the first draft of an attempt at integrating the updates to the Facilities Masterplan with the narrative boxes and the academic side of PR with curriculum and scheduling process. The modifications would integrate the personnel needs, the technology needs, and the facility needs, that support specific initiatives in one box. Daylene will clarify whether initiatives and objectives can be embedded interchangeably.

Embedding this, or a modified version of the sheet, would replace the current textbox, help with the current the navigation issues and prevent redundancies. Connecting to strategic goals and plans that are already aligned with a program's objectives is desirable. The prompts could be reduced to two: One for Personnel, Technology and Facilities need and a separate one for Curriculum.

Changes to the PR prompts and text boxes are needed as soon as possible. Jim will bring all the discussion points and ask Norris to provide his input.

4. **CASL –** Update from Cindy Stephens and Jeff Baker

   1) eLumen training days and topics for Spring 2021

      eLumen Reports training session 2 will be held on March 10, 2021 during the CASL-PR meeting time. This time we will end at 3:00. Heather Hurley of eLumen will conduct the training.

      We will cover less ground and are leaving time for questions at the end of the training. Department chairs, course coordinators and data coaches will be invited specifically.

      The follow up training session will be determined after the March 10th session has taken place and it will be more to our specific needs.

   2) SLO Open Office Hours for Spring 2021

      Cindy and Jeff will alternate in offering Open Hours on Mondays, Tuesdays and Thursdays for the remainder of the Spring 2021 term.

5. **CASL –** Posting eLumen Curriculum Mapping and SLO Assessment Reports on the CASL's Learning Outcomes Webpage.

   Curriculum Mapping, SLO Performance reports could serve the purpose of providing information for various interested parties.

   The reason for including the agenda item on reports was the understanding that the accreditation reviewers may need to access the reports in the CASL website.

   The current focus of the work on Standards II A 3 is on evidence collection and then it will be reaching out to the whole team to engage in the writing process. Part of what the standards do require that the institution includes Program Student Outcomes to the appropriate program level. The standards require that connections are made to show how the outcomes and competencies demonstrate mastery at the appropriate degree level.

   All the work that we have done in mapping ISLOs PSLOs and CSLOs has no representation in some sort of visual on the CASL website.

   While providing this information on the website for the accreditation team is a good valid reason, context maybe needed if we provide this information on the website for the aspiring students or members of the community. SLO Coordinators need more information on what the reports or visuals need to look like.