CASL-PR COMMITTEE Minutes

Date: November 10, 2021 Time: 1:30 pm – 2:50 pm Place: Zoom

Attendees:

Brittany Applen, Jeff Baker, Christopher Boltz, Jason Burgdorfer, Kelly Burke, Teresa Ciardi, Alexa Dimakos, Nicole Faudree, Rebecca Eikey, Sheldon Helfing, Ron Karlin, Violeta Kovacev-Nikolic, Diane Solomon, Cindy Stephens, Anh Vo.

Daylene Meuschke, Lisa Sawyer, Paul Wickline, Dianne Avery, Evis Wilson

Topics

1. **CASL/PR- Consent Item** - Minutes for October 13, 2021 Meeting.
    Cindy Stephens Motioned and Anh Vo seconded. The minutes were approved.

2. **ePortfolio – Update**
   Brittany and Alexa, with the help of Melissa Pirie Cross of PebblePad, are constructing a non-credit course with two parts (theory and practice) that focus on folio thinking and integrated learning.

   Brittany and Alexa continue to meet with faculty, offering support for building workbooks and uploading assets. Most recently they have supported efforts by Violeta Kovacev of Math, and Chris Boltz of Theatre to incorporate ePortofolios in their courses' Assignments.

   Reflection ePortfolio for MEA internships can be an invaluable tool to engage students and document project based, integrated learning.

   Using PebblePad is easy. Starting projects and then rearranging things in the PebblePad ePortfolios as you learn is a good practice.

   PebblePab ePortfolios can be used to track ECE students over the course of their 24 units they take. The students can document and reflect on work with children in various group ages, as well as career foward projects. For the ECE departments an added benefit would be the access to the course data that can be used for National Association for the Education of Young Children documentation. Cindy Stephens, Alexa, Brittany will meet regarding ECE PebblePad ePortfolios in the coming Monday.

3. PR – Update

   First: PR Training sessions are coming up: Friday November 12, 9 to 10:30am and Tuesday, December 16, 1:30 to 3pm.

   The training will have general information in the first half and the budget training in the second half.

Based on the attendance numbers for Friday and Tuesday, a third training day may be needed most likely, December 3, 2022 from 9:00 to 10:30 am.

Second: The PR survey that was used in the past serves as a starting point for the committee to provide feedback regarding the PR module and the PR process. Evaluating the PR process is part of our accreditation requirements. The current PR survey has been underutilized. Reasons that PR module users have provided include,

    -do not know where the survey link is located;
    -PR module use fatigue.

The survey rolled out in 2016 and it is emailed to all faculty staff. Answers provided via the survey are used by the academic department and Daylene's department.

Survey questions range from indicating the overall level of satisfaction, level of dialogue within the program review process, to questions about budget process and having an opportunity to contribute to the review plans for the department goals. Additional questions query regarding the survey users:

- Level of awareness of the connection between departments plan and the college's strategic plan.

- Opportunity to modify review or rank within their department's program review and the technical difficulties that they experience.

-Training needs.

Daylene dropped the Survey document pertaining to her department in the chat for review.

Future surveys may incorporate Teresa Ciardi's proposed Adobe Sign feature from all faculty or something that maybe easier to embed and implement but that is distributed and collected from all faculty annually regarding their department's PR document and process.

The survey can be a tool to ensure that folks have an opportunity to engage in the process, and to track who's participating.

Implementing Adobe Signature for all faculty may present limits to moving the PR forward if big departments such as Math have to wait for everyone to sign off. There may be a different way to get to the goal of having people meaningfully participate.

The PR review access is often available at a very busy time of the semester. Faculty, especially part-time faculty might have input but they might not have time.

Including classified staff in the process is also important.

Using Pebble Pad templates for the surveys could be helpful because the platform provides tracking and it is integrated with Canvas.

4. CASL-Update
    Chris and Jeff are proposing the following options regarding CSLO assessment calendars:

1) Universal schedule for all departments
   First two years of the program review cycle gather data, then during the third year of the program review cycle close the loop. The data from the completed assessment could be used to inform decisions for their year one Program Review because it's cyclical.
2) Ask department to submit an CSLO assessment Plans to CASL. Then CASL Co-Chairs would email departments at the start of each term with a copy of their plan and gentle reminder
3) Annually, the CO-Chairs would send out the assessment handbook to all departments as a gentle reminder that they should be following their own plan on their own.

An alternative fourth option would be the existing model where we are not reminding departments at all. But we thought this kind of model is not a good idea.

Input from CASL members, department chairs, faculty is needed.

Chris will work with Evis to send this out to the schools and departments after receiving that input.

If the first option is selected it could be incorporated in the PR prompts.

Option one is very structured, although it is top down.

Option one leaves no questions whether or not assessments are happening in terms of accreditation.

Changing the phrasing on Option one may provide some flexibility for departments that need it.

Incorporating Option One style assessment cycle may benefit curricular revisions' process.

We would have to be mindful of the Curriculum revisions workload when implementing an Option one style SLO assessment cycle.

Evis will email the Assessment Cycle proposal document to the committee members.

In Spring 2022 the Committee will work on refreshing the assessment cycle resolution for Academic Senate approval. Rebecca will help Chris with the initial draft.

a. 10.27.2022 CASL Working Meeting Report, Discussion
   During the work meeting Chris and Jeff tried to score assessments using Canvas SLO/Assignment -eLumen integration. It did not work.
   Evis has open an fix-it ticket with eLumen. eLumen has responded to say they have escalated the issue.
   Evis has shared the information with Paul.