CASL-PR COMMITTEE MINUTES

OCT. 14 2020   1:30 pm – 2:50 pm   Zoom (Bonelli Hall 330)

Voting Participants: Jeff Baker, Jason Burgdorfer, Kelly Burke, Alexa Dimakos, Nicole Faudree, Howard Fisher, Ronald Karlin, Anne Marenco, Cindy Stephens, Anh Vo.

Other Participants: Vida Manzo, Preeta Saxina, Paul Wickline, Andy McCutcheon, Fernando Garcia Assistant to Executive VP of ASG.

1. **CASL/PR- Consent Item:** Minutes for 9.9.2020 meeting were approved unanimously

2. **ePortfolio update:** Alexa Dimakos and Brittany Applen are the ePortfolio Faculty Coordinators and they are working PebblePad, a student learning journey platform that helps students to document their work over time. Alexa invited Fernando to reach out to them if he would like more information about and how PebblePad ePortfolios can help students.

   Alexa and Brittany have coordinated with the IT department to help the Paralegal Studies Department's students self-enroll in PebblePad. The students use PebblePad to access course materials and complete reflections in over the entire course, for every course in the program. By the end of their program, their reflection and information about their course, will represent their learning over time.

   Alexa and Brittany are working with Julie Johnson and Robert Wonzer, the Facilitators and Coordinators of the Center for Education of Teaching and Learning, to help the faculty who are participating in the Skilled Teaching Certificate Program to chart their progress through PebblePad reflection templates. Faculty could use the templates to reflect on their learning, and they could use their ePortfolio work when applying for employment elsewhere. Faculty who use PebblePad for their own professional development can also distribute that knowledge by using PebblePad ePortfolios in the classroom.

   Brittany has been mentoring faculty members to use PebblePad and she is charting their mentoring process in PebblePad. She is also bringing in Professional Development Department and Leslie Carr , so they could use the professional development activities and potentially maybe use pebble pad as a reflective kind of platform.

   Alexa and Brittany will report further progress with PebblePad ePortfolios at the next Academic Council meeting.

3. PR- Budget Update This is a year three update: Year One was in 2018-19; Year two was 2019-20; and 2020-21 is Year Three of our cycle. Next fall (2021) we start a new one year cycle.

This year, we have an off budget cycle where normally, the budget would be approved by the board by the end of September, instead that is happing at the October 28 meeting. Because faculty department chairs, will only start working on their budget section of program review no earlier than the second week of November, this requires us to make changes to the original schedule for the the program review days. In addition, training materials including those that pertain to the budget prompts may not be ready in time for the program review days.

Current and future budget cuts are everyone biggest concern this year. The goal is to have changes in the narrative prompts in place by September 2021 that would address concerns with filling out the program review budget module with the necessary modifications.

The last PAC-B meeting informed that budget lines with the exception of discretionary budgets, will not be restored automatically to pre-budget cut amounts. Discretionary budgets that are identified as needed for returning to on campus service next year will be manually inputted back to the pre-budget cut amount. You just roll over last year's budget and last year's budget now has the cuts already in place.

We cannot safely return unless that budget is restored in its entirety. Omar has promised, but precedent shows, budgets still haven't gotten back from the last economic downturn.

Creating a list of the cuts and having it stored in the PR, records the items and reasons for the cuts, and makes it possible to restore it (the budget) when we have funding again Science and MEA courses who rely on budgeting for student lab assistants report that budget cuts from previous economic downturns were not restored.

It is up to the Budget Services Department to work with the deans and chairs to identify which of those discretionary budgets are needed for return to instruction on campus.

And then as we know there will probably still be a budget crisis next year. So we'll need to find other ways to save money.

Everyone can educate themselves about things about things on the ballot that could bring additional funding to our college actually every k 12 University public university.

4. PR – Program review days planning Training in the PR Budget module will be a modified version of the originally planned online Zoom training.
IRwill be able to support with an initial to walk through Tableau presenting the prompts that are available for this year's program review.

After the presentation and the Tableau walk through, folks would meet in breakout rooms where Budget Services staff as well as data coaches can additionally help individuals with help on any of the prompts. The difference between this version and what decided on previously, would the dates, and initially a bit heavier on a presentation i Faculty Department Chairs who don't have questions at that time, can then reach out to offline to IR or Fiscal Services in the days after. November 13 and November 20 are the possible dates for day one. November 20 is a ICE date, and Omar had previously given PR Committee a tentative permission to use a part of that meeting. November 20th is a day when chairs are already on campus. Peer review help during the break room session can still be provided. Chairs can fill out your program review while data coaches and budget people are there providing help to guide through the process.

The plan is for day one to be about training and entering data in the PR prompts for which department chairs need guidance. After that, in the second meeting or day, departments would group together in groups of four or five, and share their PR work and experiences across campus. This would probably be on Friday, December 4.

Faculty Department Chairs can either take advantage of it or do it on their own. Department chairs would be encouraged to bring as many budget items as possible to the meeting. The Program Review Committee encourages the School Department Chair meetings to take place independently of the PR training day.

5. PR – Training Videos/Handbook Embedding training videos in the handbook will be an ongoing project and for now we will not have them available for this cycle of people filling out program review. But work on the videos and putting the training materials together will be a priority and the focus of PR Committee work, December through next June.

Automated budget notification processes and changes to replacement of equipment forms, academic staffing forms and classified staffing forms a lot of the automated budget notification processes are expected when we start a new, three year cycle, September 2021.

This year, PR module will not any significant changes.

6. PR – Disaggregate data by academic program within depts. How do we look at data for programs. For example MEA does not do three separate program reviews for their department's programs. But the PR is on a program basis. In Tableau, program level information would be very helpful for the academic staffing data and PR narrative prompts regarding enrollment trends.

Some departments have kept the same course codes with the idea that it is easy to make substitutions between different courses within the departments easy. Others use separate codes. There is a need to identify which departments have separate, different minimum qualifications where having the same course codes could become an issue.
Jason will look up and identify some of the courses. Vida will also look into this issue from a Tableau view point. A sub prefix code might be needed to filter.

The benefit of this would be for academic staffing process and Program Specific discussions regarding the specific courses.

7. CASL – eLumen Training Update – *Report Running Training a. Proposed Date – 10/28/20 - extended CASL meeting 1:30pm – 3:30pm*. SLO Coordinators, Robyn Tornay, Daylene Meuschke, Vida Manzo, and met last week and decided that the next CASL meeting will be a training session on eLumen Reporting.

 b. Report training for CASL, chairs and course curricular coordinators: eLumen Reporting can be used not only for SLO reporting but also key parts of information that separate departments need for their outside accreditation reporting needs.
8. CASL – ISLO Discussion (CASL members as ISLO ambassadors) Participation of faculty in discussions of direct assessments of ISLOs is really poor.

Jeff and Cindy may prepare some introductions and give to the different members so they may include the topics in their schools' meetings. They'd be willing to go to department meetings to school meetings virtually, and talk about the need for faculty participation, All those who participate would get flex credit. This semester, we are loop-closing on global responsibility and effective communication written.
The SLO Coordinators encourage all CASL members to act as ambassadors of ISLOs and their direct assessments to their schools and departments.

In the discussion of naming the groupings of departments schools or divisions faculty should have had, and should have a say.

Fernando Garcia found this meeting, really interesting and he hopes to be a part of it next time as well.