# CASL-PR COMMITTEE MINUTES

**February 26, 2020**          **1:30 pm – 2:50 pm**          **Bonelli Hall 330**

| Voting Members | | | | | |
|---|---|---|---|---|---|
| CASL Chair SLO Coordinator | Jeff Baker | **X** | Learning Resources | Ron Karlin | **X** |
| CASL Chair SLO Coordinator | Nicole Faudree | **X** | Counseling | Tony Law | **X** |
| PR Chair | Jason Burgdorfer | **X** | K&PE | Justin Lundin | **X** |
| ePortfolio Coordinator | Brittany Applen | X | SBS | Anne Marenco | **X** |
| ePortfolio Coordinator | Alexa Dimakos | **X** | SB | Gary Quire | **X** |
| MSHP | Kelly Burke | **X** | MSHP | Dilek Sanver-Wang | **X** |
| Senate, MSHP | Rebecca Eikey | **A** | SBS | Cindy Stephens | **X** |
| K&PE | Howard Fisher | **A** | MSHP | Tara Williams | **X** |

| Non voting members | | | | Guests | | |
|---|---|---|---|---|---|---|
| AVP of Academic Affairs | Omar Torres | A | | Controller, Business Services | Jason Hinkle | X |
| AVP of IE and IPE | Daylene Meuschke | X | | Vice President, Business Services | Sharlene Coleal | X |
| Dean of Humanities/SBS | Andy McCutcheon | A | | | | |
| Dean of VAPA | Jennifer Smolos | A | | | | |

X=Present   A=Absent

**Topics:**

1. **CASL/PR- Consent Item:**
   - Approval of 2.12.2020 minutes
     Motion by Anne Marenco. Alexa Dimakos seconded. The minutes were unanimously approved.
   - Approval of 11.27.2020 minutes
     Tabled to allow time for review.

2. **PR – Craft language for budget itemsbeing returned; guest Jason Hinkle**

   **Discussion:**

   Level 1 users of the Program Review need to receive information on the status of requests for funding. This communication would be sent when the items are sent back and when items make it to the next level of review, before they get to Pac-B.

   The communication from Level 2 and Level 3 users of PR, could be done via standardized,  automatic, and generalized communication, that documents the reason for the response to the funding requests.

   Deans in their Dean Counsel meeting have been provided with training to enter the 777 and 999 codes to the right of the requests for funding. That is currently done freestyle, non-automated responses.

777 - response code for funding request is issued when the request is funded not as new forced cost, but through another existing funding source. Examples are funding for 2021 requests provided in 2020; or usage of Perkins funding for requests that were entered for a different funding source.

999 – not supported as a forced cost and will not go forward as recommendation with funding. This would place the request to the budget augmentation. Here if there is communication, the level 1 users are provided with time and the opportunity to advocate and respond to the status of the budget request.

Communication sent to level 1 users would be provided when budget items:

- Have be forwarded to the next level

- Are reviewed by the Dean (Level 2) include codes and reasons

- When the item is sent back to Level 1 for justification, clarification

- Have been funded
  The format of this notification would be by email at each level. We need to talk with Norris to identify ways of formatting the communication and automating responses from Level 2 and 3 so that the information is provided separately from each PR level, listing the requested items funding status with reasons and codes. Fiscal Services prefers to provide such information via an email notifications instead of charts.
  PR Committee would like to see a mockup of what the language and mechanics of the communication look like.

3. **CASL –** Assessment cycles and action plans:
   Every course and section with CLSOs scores in eLumen have Action Plans pushed out by the SLO technician. Assessment and Loop Closing can happen at any time, but if we are to make a recommendation to the Faculty, we would point out that it does not count as an CSLO assessment unless it is loop closed.  The SLO Coordinators will contact the departments with no assessment scores or loop closing records, to provide support and help.

   Reasons for Departments not holding assessment discussion each time assessment scores are entered:
   - Departments with courses that offer only one section each term, do not see the need to loop-close until they have enough data points for disaggregated demographic categories report
   - Departments are not aware of the need to record their loop closing discussions in eLumen
   - There may have been departments that loop closed before the eLumen implementation

   Recommending to the Senate is that we send an email to the department chairs to raise awareness of the courses that have no records of loop closing and to offer support and help if they decide to have loop closing discussions.

   Addressing these gaps that were in part created because of changes to the systems used to record the assessments discussions, would be through continued faculty discussion about courses and improvement of courses.

   Aligning the cycles of curriculum course revisions with SLOs assessment cycles could be useful.

   The SLO technician will provide CASL with a report detailing the status of assessments and action plans for individual courses and their CSLOs per department.

4. **CASL –**  Requesting loop closing even when numbers are too low to disaggregate & forcing faculty to answer the loop closing/action plan prompts

CASL recommends that departments with less than 45 data-points in their course assessments may have loop closing discussions if they do not disaggregate their data.

The SLO Technician will ask the eLumen Representative if a prompt or flag can be added to the end of assessment scoring to prompt the faculty to add their reflection.

Offering help to faculty throughout the semester in which they are assessing, has helped increase the number of completed faculty reflections for Paralegal and English Departments.

5. **CASL –** changing oral communication ISLO to verbal communication ISLO

   ASL Program and courses teach and assess verbal communication. Changing the Effective Oral Communication ISLO to Effective Verbal Communication ISLO would make this ISLO more inclusive. Motion to approve by Tara Williams. Anne Marenco seconded. Unanimous. Approved.
   This recommendation will be sent to the Academic Senate for approval.

6. **CASL – GROUP ACTIVITY:** Updating the Student Learning Outcomes Faculty Manual from May 2010

   This item was tabled pending changes.