

CASL/Program Review Committee Minutes

February 22, 2017

BONH 330 1:30-3:00

Faculty Attendees (Voting members): Deborah Klein, Dianne Solomon, Erin Delaney, Dilek Sanver-Wang, Cindy Stephens, Howard Fischer, George (Lee) White, Nicole Faudree, Kelly Burke, Jason Burgdorfer, Simon Kern, Ron Karlin, Miriam Golbert, Necia Gelker

Other Attendees (Non-voting members): Daylene Meuschke, Paul Wickline

Topic

1. Approval of CASL/PR Minutes from Feb. 8, 2017

SLO Coordinator Cindy Stephens opened the meeting at 1:33 by inviting the members to consider the minutes of 2.8.17 meeting for approval.

A motion to approve the minutes was made by Dilek Sanver-Wang.

The motion was seconded by Simon Kern

Motion carried

2. Quick CASL updates:

- ISLO rubrics-for committee review
- Website/Handbook
- Bio Dept-March
- IAC-April workshop
- Student Surveys/Focus groups

SLO Coordinator Cindy Stephens proposed amendments to the agenda to include brief introduction of the survey results and ask the committee members to review the survey results as well as considering agenda item 7 before agenda item 3.

- ISLO rubrics: Committee members were invited to review language for consistency; help in consolidation of faculty comments on ISLO during the Days of Assessments.
- SLO Coordinators invited the committee members to contribute their input by volunteering in a small group to capture the bulk of ideas that people had and bring those ideas to the Committee for approval.

Timeline: within a month from groups first meeting

SLO Coordinators plan to clean up the website. As they look through details they will instruct Evis Wilson to carry the related tasks.

The Committee members suggested a session dedicated to working on the website together.

SLO Coordinators plan to work on updating the CASL/SLO handbook. It would incorporate eLumen and incorporate the input from the survey.

The Handbook in print would become available as well as a searchable, hyperlink index.

SLO Coordinator Kelly Burke reported on the preparations for Biology-March meeting for curriculum mapping. She reported that the focus of the meeting will be on

- Student learning outcomes, curriculum mapping and assessments. The meeting is designed to facilitate discussion on the use Signature Assignments, identifying what could be used as assessments, making assessments more meaningful, etc.
- Similar workshops could be done with other departments in the future.

A short explanation was provided for WICHE and what it stands for and how it relates to transfer.

SLO Coordinator Cindy Stephens reported that the ECE will work through the IAC (Instructional Advisory Council) so on April 21st we will do a working meeting on curriculum mapping and rubrics, the meeting is open to campus wide participation.

SLO Coordinator Cindy Stephens reported that work is being done to identify fitting student surveys on outcomes and assessment. She has also reached out to- Natasha Jankowski, the speaker invited to the COC Convocation, with the goal of expanding faculty/student engagement and finding answers to questions such as: What do the students think should be accomplished with CSLO's/PSLO's/ISLO's. How do they see what they learn would help them overtime? How do we market to the student?

SLO Coordinators highlighted a few points from the CASL survey

- 12 members took the survey
- More understanding is needed regarding the mission of the committee
- Recruiting other members so all schools are represented.

Example: Talking points for the schools such as the ones that the Academic Senate uses to collect feedback.

- Doing committee work that is results oriented.
- Professional development and training,
- Interconnectedness. SLO Coordinator Kelly Burke motioned to amend the agenda by adding discussion on CASL-program review survey results.

Erin Delaney seconded the motion.

Kelly Burke will spearhead the groups forming and work.

Dilek Sanver-Wang and Erin Delaney and Debbie Klein volunteered to join the small group.

SLO Coordinator Cindy Stephens will coordinate a working session for CASL website update

The Committee decided to work on the website updates prior to working on the handbook.

The Committee members suggested that the student survey should include questions to capture the students' socio-economic-demographic status.

Survey results will be brought back for discussion at the next meeting. *Motion carried*

Item was designated 3rd on agenda per approved motion

WICHE update:

Paul Wickline's presentation included classes needed for WICHE pathways, options to students, opportunities and database capabilities. The project was defined as an experimental project where outcomes are the element needed for transfer. Course to course is eliminated and replaced by trust that outcomes are met. There is no obligation to continue but it is one of a kind project with potential to benefit students at the College.

There was discussion, questions and answers regarding handouts, language and final version of handbook and worksheets.

4. CASL Work Groups-

- Student input
- Assesstival
- Disaggregation
- Norming Sessions SLO Coordinators reported on the Norming work. It was mentioned that a stipend has been secured. The type of assignment that measures critical thinking through cross-sectional selections of courses; and number of people working in the work group: Maximum 10 people;

SLO Coordinator Cindy Stephens will provide a handout to the committee for them to share with interested faculty

5. CASL/PR: By-laws, update/approval In review of the CASL by-laws , the Committee provided input that could be summarized as follows:

- Reflect current names departments, and schools
- Define voting members further by showing which schools and departments are represented.
- Emphasis on working aspects of this committee
- Mentorship and counseling should be mentioned explicitly.

Jason Burgdorfer led the discussion on the Program Review Committee by-laws

Main topics were:

- Matching points on the by-laws as they relate to quorum
- Committee suggested Connections to other committees to be added
- Using the term designee

- Recruitment of members to represent the school of Applied Technology
- Recruitment of Adjunct members
- Usage of Bullets for document management
- Grouping items that go together.
- Add section on expectations from Committee members
- Put peer review in expectations of faculty committee members
- Appreciative inquiry

Revisions to be made and it would be finalized in the next meeting.

Committee members were asked to email SLO Coordinators their suggestions on CASL bylaws

6. PR eLumen workgroup update Jason Burgdorfer reported to the committee on the eLumen workgroup meeting of Thursday, February 16th 2017

The highlights he shared were:

- Meeting had focused on broad based discussion, on the existing program review.
- Cindy Grandgeorge, Miriam Golbert, Nicole Faudree, Rebecca Eikey, Daylene Meuschke, Barry Gibbons and Jason Hinkle had contributed with ideas on the feedback received from CASL-PR.
- Rolling submissions for budget requests
- Entering need as the need is identified. The need would then be categorized in three categories according to expediency. This categorization of the needs is revolutionary It is easier to manage grant funding.
- Addressing duplications between budget requests and planning form.
- Digitizing the activity forms.
- Defining options of classroom modernization (moving walls, major plumbing and electrical) through Program Review; remodeling would still be a work order (painting, new carpeting/ tile).
- Addressing repurposing: No repurposing of unspent equipment funds to order other things “toys” but the rest of the funding to go back to fund additional items prioritized in program review.

7. PR-Peer review process

Jason Burgdorfer provided Committee members with a print out of the Instructional Program Review Checklist for year 1. The Committee was queried on the preference to consider answering year old questions vs. going through the Program Review.

Questions were prioritized and answered as follows:

- Defining peers-Trained volunteers, chairs, members of the committee and CTE. Training the trainers was emphasized. Program mission statement is included.

- How many programs per volunteer? Could it be left to the volunteers
- How to address the cycles or staggering in peer review selection 5 year curriculum cycle type of inquiry.
- How should reviewers be compensated- Collaboration/Flex Hours
- Does one person review the whole program aspects on the review? Yes, one person does the whole review, but a CTE faculty should do the peer review on another CTE program
- When are program SLOs reviewed? These would be reviewed when set-up in eLumen.
- Would feedback be Formative or Summative? A rubric would be a guide; the path would be peer-dean –vp, likened to the closing of the loop structure. The idea is to make it useful to the faculty, the collaboration in sharing experiences and the capturing of emerging themes. The Instructional Program Review Checklist could be used as the rubric. Via CETL there are faculty trained on how to give effective feedback. PR can reach out to offer some guidelines/training.
- What is the role in budget requests/ should peer can get involved in how to submit or compile budget requests. Question was not fully addressed before meeting ended. The rest of the questions would be considered in other meetings.

The timeline for the project will be discussed at next meeting