

## CASL/Program Review Committee Agenda

March 8, 2017

BONH 330 1:30-3:00

Faculty Attendees (Voting members): Lee(George) White, Kelly Burke, Cindy Stephens, Diane Solomon, Ron Karlin, Nicole Faudree

Other Attendees: Daylene Meuschke; Omar Torres Carli Perl

### Topic

**1. Approval of CASL/PR Minutes** from Feb. 22, 2017 SLO Coordinator Kelly Burke starting the meeting at 1:38.

SLO Coordinator Cindy Stephens invited the committee members to consider the previous meeting's minutes.

Erin Delaney motioned to approve the minutes, Lee (George) White seconded. Carli Perl attended the committee as an adjunct faculty member interested in gathering information on different committees with the goal of joining any that interest her. All voting members present voted to approve the minutes.

The Minutes were approved.

### 2. Quick CASL updates:

- Convocation
- Critical Thinking Norming
- Website work
- Other
- SLO Coordinator Cindy Stephens reported on plans for the Convocation presentation. She mentioned the National Institute for Learning Outcomes Assessment- NILOA, as a resource website, engaging speaker Natasha Jankowski has been invited and has accepted the invitation. Cindy mentioned that at the end of April or beginning of May there will be an email with details regarding the Convocation and the choices offered to faculty.
- Cindy Stephens reported that an email to all CASL members regarding the Norming opportunities for departments. Although part-time faculty are welcome, full-time faculty are accepted to be contributing.

There will be a \$200 stipend.

A first session is planned to explain the work and understand how to norm the rubric. Upon the return on the June 21st and 22nd they would come back with dialog and engagement.

Here the committee discussed ways of using saved work done previously and number of faculty from different disciplines.

- SLO Coordinator Kelly Burke, outlined a few details on plans to discuss the direction and time dedicated toward the CASL PR website.

She will provide the committee members with a list of different colleges and their SLOs.

She asked the members to be provide feedback regarding what they you wish to have on the website. She mentioned that revisiting the website is a process open to reorganizing or starting from scratch.

- ISLO working group is meeting today, and compiling the input from the other rubrics toward norming.

**3. CASL/PR: By-laws, discussion/approval** The Committee members clarified language regarding the voting members. The committee decided that CASL voting members are appointed voting faculty member from each additional schools.

One rep from the division can be a voting member. It is not one person one vote. The members are to represent the departments and division.

Two additional at large appointed voting members would be members of the adjunct faculty.

The current voting committee members are as follows:

-Ron Karlin- Learning Resources

-Nicole Faudree-Business

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-George (Lee) White-Photography

-Diane Solomon-Counseling

-Erin Delaney- English

-Howard Fisher- Kinesiology

-Dilek Sanver-Wang-Biology

Simon Kern- Communication Studies

-Applied Technology has no current voting members.

Quorum was decided to be 5 out 8 more than 50% forward it to senate.

Revitalizing OASA would be beneficial to the Student Learning Outcomes.

#### **4. CASL Survey: Discussion and action**

The Committee discussed the comments on each survey questions.

The Committee identified the need for more outreach to department chairs, deans' meetings to help with new faculty training, gathering of information, and creating by-in regarding SLOs

The Committee reflected on current and past practices in setting priorities. The Committee decided to make goal setting a committee wide activity under the guidance of the SLO Coordinators.

The Committee decided that new member orientation and training offered yearly as a re-cap should be available as well.

The Committee decided that it would share with the members the summary of each meeting submitted to the Academic Senate.

The Committee discussed the need to make a place in the agenda for department/divisions reps reports.

The Committee discussed the need for more time dedicated in school meetings regarding SLOs training.

The Committee discussed the need for more professional Development Training to address issues which include the following points:

- Utilize all the faculty work.
- Working groups.
- Signature assignments.
- More active presence in the Community.
- Asking questions and identifying questions needed to be asked.

The Committee briefly discussed the formality that adopting the Brown Act vs. Robert rules brings to the way discussion is structured. The survey was very valuable to the Committee.

**5. eLumen Program Review Spec Planning Work Group Update** Jason Burgdorfer motioned to table all the items on the agenda with the exception of a review of the by-laws. Nicole Faudree seconded the motion

Jason Burgdorfer presented updates to the By-Laws format and edits made based on the previous meetings suggestions.

- Mission statement with the oversight.
- CASL CPT, Program Accreditations.
- Duties and Functions bulleted
- School Names match
- Second page bullet points management

Committee members were assigned to the roster

Suggestions that the by-laws should mention that faculty members will participate in one peer-review. Members of the committee will help facilitate training.

The Committee identified appointed voting members as follows:

- Ron Karlin- Learning Resources
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- George (Lee) White-Photography

-Diane Solomon-Counseling

-Erin Delaney- English

-Howard Fisher- Kinesiology

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Simon Kern- Communication Studies

The following members were designated as at large:

-Miriam Golbert

-Jeff Baker

-Debra Klein

-Tina Waller

Adjunct faculty : Carli Perl

The Committee clarified quorum

-50% of the total current members of the committee as well as voting rights.

Both CASL and PR could submit the revisited By-Laws to the Academic senate at the same time.

All voting members approved the motion Motion carried.

**6. Discussion:** Finish addressing outstanding program review questionsIt was decided that next time the committee would address questions regarding a survey for PR Committee's program review.

At 3:00PM Jason Burgdorfer concluded the meeting.

**7. Discussion:** Review the peer review rubric/checklist document

-This item was tabled