

**CASL/Program Review Committee Minutes**  
**February 28th, 2018**  
BONH 330 1:30-3:00

Faculty Attendees (Voting Members): Justin Lyndon, Nicole Faudree; Cindy Stephens; Rebecca Eikey, Kelly Burke, Gary Quire, Erin Delaney, Anne Marengo

Other Attendees: Andy McCutcheon; Daylene Meuschke

1. **CASL/PR Minutes** The committee members discussed some corrections to the February 14<sup>th</sup> meeting minutes.

**Action** Anne Marengo motioned to approve the minutes; Gary Quire seconded the motion. Status: The 2.14.2018 Minutes were approved.

2. **CASL/PR Updates** The SLO Coordinated reported on the items of focus:

- SLO training through flex sessions for faculty
- CASL website: special consideration is being given to website usage and access for all faculty
- Planning for training post Spring break with continued curriculum mapping sessions, meeting individually with faculty
- Communicating outward with special focus on making outcomes visible, capturing the faculty dialog
- Surveying faculty regarding time available for in-person training with eLumen point person Melissa Kibrick. It was reported that there are plans to record the session so that it is available for others who may be unable to attend.
- Participating in network of Colleges in order to anticipate issues and be able to provide support

Here The SLO coordinators responded to questions by committee members regarding the SLO Mapping sessions that have already taken place.

Other items of focus for the SLO Coordinators were reported to be:

- Identifying, gathering best practices of communicating SLOs students and embedding the students voice in all SLO work
- Creating working groups where people bring and share their assessment practices
- Bringing the equity lens into our work
- Doing tech training
- Program level assessment

- Assessing what we are learning and how can we take it to the next level

Here the SLO Coordinators and other committee members engaged in discussion on the benefits of looking up ways of identifying overlap, benchmarks of work done with SLO assessment and Guided Pathways.

### **3. PR Discussion**

Brainstorming program review committee's priorities between now and the roll out of the new program review The Committee members discussed and agreed that a priority would be to have an update on the status of the new PR interface.

It was recommended that entering the information for Professional Development and Supplementary Services should be done now with the anticipation of the upcoming PR training and support.

The committee members discussed regarding the PR training timeline.

Further, there was discussion regarding identifying the data and narrative that would carry over from year 4. It was agreed that the program goals, mission, vision, SWOT analysis, would migrate. It was mentioned that a map of where to find the migrated items in the new interface would be helpful.

**Action** Daylene Meuschke will follow up with Jim Temple and Norris at MIS regarding the status of interface process.

### **4. PR Discussion** Planning for training of faculty on modified PR system and revised forms

Flex Week in Fall is expected to focus on guided pathways, canyons completes so any flex PR work would have to align with those initiatives. Flexibility would be key in planning and anticipating the budget requests. It was recommended that the PR training could be bi-weekly, with open labs and targeting department chairs.

With Omar's approval, the chairs and dean council's meetings could be used for training.

Equity, crossing silos, training the trainers could be guiding lens for the Academic Program Review.

The committee members discussed the distinguishing elements between the Administrative vs. Instructional Program Review and how they are reflected in the templates for their respective PR.

The committee members discussed ways to identify an effective format for the PR training. Learning by doing was mentioned as well as explaining the different changes in the new PR format prior to beginning the program review. Having a training team was another suggestion.

There was agreement that 1 hour and 30 minutes would be sufficient time.

The number of participants, venues and training equipment such as laptops, desktops were discussed. It was suggested that after the first training session, follow up with weekly troubleshooting sessions. It was recommended that having a list of people who would be available for the faculty to access would be of help.

It was suggested the IAC meeting in May 18th would be a good opportunity to introduce the training.

Jason Burgdorfer summarized the committee's discussion on training and training deadlines: Introduce PR training 10-30 min in May at IAC; Try to get the training done in September IAC (minus budget), also at chairs and deans meetings; frontload and then intensive follow up training in October, November 2018.

Daylene will try to attend the meetings to identify volunteers and early adopters

**5. PR Discussion** What data gets migrated over to the new program review module? Year 1? Year 4? The committee members continued their discussion on data that would migrate by suggesting that they would need to see the new interface in order to decide what gets migrated. They reiterated the items mentioned earlier under Agenda item 3. Further discussions and recommendations for items that would migrate included hold categories as they usually hold pending funding.

There was discussion on how, and what accomplishments are captured in PR. Suggestions for listing presentations by faculty, awards, graduates recognized, outside the College work included.

Regarding the CTE program, there were suggestions on capturing, Advisory Board items, and placement information.

A need was identified for program review support; there were suggestions that a PR technician position is needed.

It was suggested that Norris could come to PR meeting in April and explain the different changes and the reasons behind the changes to the committee.

Committee members identified the need to keep track of the attendance at training sessions in fall to help with follow up training.

Further recommendations included identifying people and tools that could be helpful to offer training webinars as well as expertise in indexing the webinars.