

**CASL/Program Review Committee Minutes**

**March 13, 2019**

BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Cindy Stephens (CASL co-chair), , Alexa Dimakos (ePortfolio-Faculty Coordinator, Humanities), Jeff Baker (VAPA), Kelly Burke (MSHP), Erin Delaney-(Humanities), Christine Iskander (Humanities), Gary Quire (SB),
Other Attendees	Omar Torres – Associate VP of Academic Affairs

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
<b>1. CASL/PR</b> <ul style="list-style-type: none"> <li><u>Consent Item</u>: Minutes for 2.27.19 Meeting</li> </ul>	Input for the 2.27.19 minutes was provided by Nicole Faudree, Saburo Matsumoto, Cindy Stephens		Consent was unanimous
<b>2. CASL:</b> <u>Discussion and action items to forward to Senate for approval:</u> <ol style="list-style-type: none"> <li>eLumen tracking for summer and winter classes</li> </ol>	Review of prior recommendations to be presented to the Senate: <ol style="list-style-type: none"> <li>All departments should map CSLOs and PSLOs by the end of Spring 2020</li> <li>All departments should have their PSLOs mapped to ISLOs by end of Spring 2020</li> <li>All departments should have assessed their program SLOs and closed the loop including completing an action plan in eLumen by Fall 2020</li> <li>Departments with single section courses should asses and collect data via eLumen until there are between 45 and 50 students' assessment records before closing the loop</li> </ol> Additionally, CASL recommends that: <ul style="list-style-type: none"> <li>eLumen data-loads, performed by the MIS Department onto eLumen, would take place only during the Fall and Spring terms and not during the Winter or Summer terms. CASL bases this recommendation on the low (fewer than 5) number of courses assessed only in the Winter and Summer terms. Any results for course SLOs assessments, recorded in the Winter or Summer are collected in paper,</li> </ul>	The recommendations will be forwarded to the Academic Senate.	

	<p>and forwarded to Evis Wilson, SLO technician at the Academic Affairs, for record keeping.</p> <ul style="list-style-type: none"> <li>Data coaches are trained and their expertise utilized for assessment data assistance to faculty.</li> </ul>	<ul style="list-style-type: none"> <li>Data coaches to be discussed at another meeting.</li> </ul>	
<p><b>3. CASL:</b> <u>Update/Reporting item:</u></p> <ul style="list-style-type: none"> <li>Information Literacy ISLO assessment group</li> <li>Assessment Best Practices from English 103 Coordinators</li> <li>SLO Curriculum examples</li> <li>Goals from AACU</li> </ul>	<ul style="list-style-type: none"> <li>15 faculty members from Departments/Programs who have mapped to the Information literacy SLO, have agreed to be part of that ISLO's assessment group. SLO Coordinator Saburo Matsumoto is the point person for this item. He will send an email to the faculty with possible dates for them to select for their first meeting.</li> <li>English 103 has had success in assessing and recording SLOs assessment scores in eLumen. The English 103 Course Coordinators Erin Delaney and Alexa Dimakos, have prepared and presented an Assessment Best Practices document to CASL for review.</li> <li>Currently there are no SLO Curriculum examples to share with CASL. Examples of SLO work will be brought in a future meeting.</li> <li>The SLO coordinators who review SLOs in the curriculum process could use some help from volunteering CASL committee members with the review of SLOs.</li> </ul>	<ul style="list-style-type: none"> <li>CASL recommends adding language stating that SLO Coordinators and technician can assist at any point in the assessment process.</li> <li>SLO Coordinators will bring examples of SLOs in the curriculum review process</li> <li>The discussion on the Goals from AACU is tabled</li> </ul>	
<p><b>4. CASL:</b> <u>Reporting item:</u></p> <ul style="list-style-type: none"> <li>ePortfolios – what the what?</li> </ul>	<ul style="list-style-type: none"> <li>The ePortfolio coordinators Alexa Dimakos and Brittany Applen are in the processes of investigating different ePortofolio platforms. The SLO technician Evis Wilson will join them on conference call on Thursday 3.14.19, where Melissa Pirie of PebblePad will present details of the</li> </ul>	<ul style="list-style-type: none"> <li>Status of Action Plans agenda item was tabled.</li> </ul>	

<ul style="list-style-type: none"> <li>status of Action Plans distribution and loop-closing process review</li> </ul>	<p>PebblePad’s user-interface.</p> <p>CASL sought clarification from the Associate Vice President of Academic Affairs, Omar Torres, regarding the District’s position on the implementation of a functional e-portfolio platform, and the institution’s timeline for that implementation.</p> <p>The District supports the process of e-portfolio implementation and through the information provided by the ePortfolio coordinators is considering not only the financial costs of purchasing a new platform but also various other factors connected to the implementation.</p> <p>Once an ePortfolio platform is purchased, the ePortfolio coordinators envision the implementation as a smaller roll out, allowing the faculty time to get used to the interface. They acknowledge that if rushed faculty may become wary and the implementation may lack faculty buy-in.</p>		
<p><b>5. PR:</b></p> <ul style="list-style-type: none"> <li><u>Update:</u> Program Review Update and work group formation</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>Program Review and Program Viability committee connections</li> </ul>	<ul style="list-style-type: none"> <li>The Academic Staffing committee is working on making changes to the staffing form in PR. The committee members propose that a handout of the PR prompts is provided prior to the committee meeting. After they review the prompts, they would provide their feedback during the committee meeting.</li> </ul> <p>The next meeting could be dedicated to the review of prompts.</p> <ul style="list-style-type: none"> <li>Program Viability Committee’s members could provide PR with input in the design of the Program Review process; that would inform programs’ modification and discontinuing process. Hosting a joint meeting every semester could be useful to make sure that we incorporate their recommendations.</li> </ul>		

	Succession planning for PR Committee Chair could be a great possibility for interested faculty. Options for committee leadership and recruitment of faculty will be considered in future meetings.		
--	--	--	--