

CASL/Program Review Committee Minutes

March 27, 2019

BONH 330 1:30-2:50

Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Sab Matsumoto (CASL co-chair), Cindy Stephens (CASL co-chair), Alexa Dimakos (ePortfolio-Faculty Coordinator, Humanities), Jeff Baker (VAPA), Kelly Burke (MSHP) Christine Iskander (Humanities), Justin Lundin (K&PE), Gary Quire (SB), (MSHP), Erika Torgeson-(Counseling),
Other	Barry Gribbons

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. CASL/PR <ul style="list-style-type: none"> • <u>Consent Item</u>: Minutes for 3.13.19 Meeting 		approved	
2. PR: <ul style="list-style-type: none"> • <u>Discussion item</u> Program Review Prompts 	<p>Based on the feedback from faculty who had used PR, the two goals for reviewing the prompts were:</p> <ol style="list-style-type: none"> 1. Reduce redundancies and streamline prompts 2. Clarifying the language of some of the prompts. <p>The lines in the provided print out represented a tab in the PR. They used the current ECE Program review as an example.</p> <p>Under the Outcomes and Achievement data: The previous year's data had not carried over in the ECE-PR. Other departments had reported the same issue.</p> <p>Under Data trends:</p> <p>They would like the third prompt to ask that the user to provide data after referring to Tableau data link/eLumen SLO Data/and other pertinent resources. Safety organizations utilized by different academic programs could be included here or external factors as well.</p> <p>Under the Data Trends: They want to reorder the prompts so that the PR user identifies</p>	<p>Recommendation to update the PSLOs on a yearly basis.</p> <p>Recommendation to roll over data from previous years.</p>	

	<p>the data trends first, and then completes the “use of data” prompts.</p> <p>Under Addendum for Career Education:</p> <p>They identified potential surveys and approaches that CE Programs could use to answer the labor market data prompts under the Career Education Outlook prompt. They made recommendations to help CE programs with this portion of PR.</p> <p>Completion of the CE Addendum for CE will be required every other year.</p> <p>Under Curriculum, Scheduling and Enrollment Management:</p> <p>They would like to see “areas with changes” in the first prompt.</p> <p>They would like to use the word “emphasis” instead of the word “focus.”</p> <p>They want to delete the part: “include the use of advisory group” and move the request to list data sources and participants to Page 5 under participants. They would like to reword the prompt to “List all participants in the PR” there.</p> <p>They want the first question under the Curriculum etc. prompt to state: “Please describe any areas that require changes in the department, emphasis that would affect curriculum, staffing, and facilities.” Programs would record changes only if applicable.</p> <p>They want to remove the second question, which starts with “describe the process.”</p> <p>They want to create a Scheduling and Enrollment Management subheading.</p> <p>They would like to have a data table that would help with the “identifying courses” prompts.</p>	<p>They would like the prompt to state “Use Tableau to check your data” and include the data.</p> <p>They recommend that the prompt should either relate to the data right away or be removed if the questions are covered elsewhere.</p> <p>The prompt should ask the PR user to describe and evaluate the data.</p> <p>The discussion for the addendum for CE will be sent to CE Committee</p> <p>Barry Gribbons will provide title V language to show if labor market sections of the CE Addendum relate to title V and if they should remain.</p>	
--	--	---	--

	<p>They would like to delete the prompt that request “completers. “</p> <p>They would like to delete “provide your plan to bring the courses into compliance.”</p> <p>They would like to move the “fill rates” the under enrollment management.</p> <p>They would like to change the prompt to “Identify any errors and omissions here.”</p> <p>Delete the prompt that requests “Identify Courses that have been cancelled.”</p> <p>They would like to remove the prompt “Enrollment Management: In light of the College enrollment management plan, the economy, and other faculty as it pertains to the job placement.” Instead they suggest a prompt that would help department chairs reflect on the “Average class size, number of sections, number of students class schedule etc.”</p> <p>They want to rephrase the enrollment management plan prompt to ask, “What scheduling changes do you recommend” and then bullet the different areas with changes.</p> <p>They will discuss rest of the PR prompts in upcoming meetings.</p>		
<p>3. CASL: <u>Update/Reporting item:</u></p> <ul style="list-style-type: none"> • SLO examples for the committee to look over • SLO Curriculum review process 	<p>This item was tabled</p>		
<p>4. CASL: <u>Reporting item:</u></p> <ul style="list-style-type: none"> • ePortfolios – update • Status of Action Plans distribution and loop-closing process review 	<p>This item was tabled</p>		

