

## CASL-PR COMMITTEE MINUTES

April 14, 2021

April 14, 2021 1:30 pm – 2:50 pm Zoom (Bonelli Hall 330)

**Voting Members:** Brittany Applen, Jeff Baker, Jason Burgdorfer, Kelly Burke, Alexa Dimakos, Rebecca Eikey, Howard Fisher, Justin Lundin, Anh Vo, Anne Marenco, Maral Markarian, Vida Manzo, Cindy Stephens, Diane Solomon.

**Non-Voting members:** Kathy Bakhit, Paul Wickline, Evis Wilson, Daylene Meuschke, Vida Manzo

### Topics

#### 1. CASL/PR- Consent Item

Rebecca Eikey motioned to approve the minutes, with a minor modification.

Anne Marenco seconded the motion. The minutes for March 24, 2021 CASL-PR meeting were approved.

#### 2. ePortfolio – update

PebblePad Rolling Stone tour participants have until April 28 to work and submit their e portfolios.

PebblePad has made some adjustments to their system, added some new things. Alexa and Brittany keep learning about the system and are ready to keep helping students, faculty and staff and anyone interested.

Alexa quoted April Barcus, Public Affairs Officer with ASG, who during that during Institutional Effectiveness meeting last week, had said that “PebblePad is awesome”.

#### 3. PR: Discussion of program review website and training resources

Updating the PR module in the intranet and the PR website are timely issues. Daylene will take the lead in updating the content in left side bar in the PR intranet, she will ask for input.

The PR manual can be drafted prior to receiving screen shots with the applied changes from Norris.

We can record Zoom training meetings and list that information as resource and evidence.

The PR module should be available for faculty to access in August 2021, some of the datapoints will not have been populated at the very beginning. At that point we can put together a video with narration and post it quickly.

The PR website is under the Academic Senate and Marilyn Jimenez would be the technical support person to help with updates to the website. The website should contain:

- Step-by-step instructions
- Narrated Training Video
- A link to the planning site -Daylene can provide
- If PR Committee agrees, previous PR under each Program in a collapsible accordion
- Budget Development Training, as it was provided by Sharlene Coleal and Jason Hinkle
- A timeline for the PR with dates and prompts on what is due during the different phases.

Committee members will forward examples of PR websites from other California Community Colleges to Jason.

Discussions on the timeline or changes to the three-year cycle would have to be broader as they involve the administrative program review cycle.

#### **4. CASL Assessment Schedule and ISLO Mapping on the website**

Two main take-aways from our breakout groups were: curriculum mapping and the other was setting some sort of assessment schedule. If this committee comes up with some sort of assessment cycle that has to run through academic senate first. An assessment cycle would provide an opportunity to show when we are assessing on the website. Whatever that schedule looks like, our goal would be to have the cycle or schedule up by the end of this academic year.

One issue would be how it would match up to the curriculum cycle.

Norco is a California Community College with an assessment cycle posted on their website. This is a good example on providing a guideline for the faculty on when they would assess, when do they start a cycle when do I end the cycle. Placing the information in a chart is a good visual presentation.

Canada College is a California Community College. They have developed their assessment cycle around disciplines. Maybe our departments could implement a similar version. PSLOs and ISLOs could be incorporated in the version as well.

This example is closer to what we have at COC. It's a loser assessment cycle and it is based on a department-by-department schedule but their cycle does not say when we are assessing or closing the loop.

Embedding the assessment cycle in an outlook calendar would be helpful.

Listing what courses are being assessed and when to close the loop on the assessment is more transparent than calling it Phase 1 and Phase 2. It is important to have this information on the website for the students too so that they know what we're doing and why we're doing it.

By listing the ISLOs and PSLOs here and in addition, by listing them on the syllabus, we allow for multiple ways to engage students and show how ISLO are integrated into our courses.

Jeff and Cindy will work on the columns and language bring it back to the committee, the next time we meet for your vote.

In breakout groups in the last meeting, the members suggested that the website search should be modified to include "SLO" and "CASL" as interchangeable terms.

Campus wide issues with the website and updates to links are important to staff and students.

The second item that came up was the issue of having no reports of curriculum mapping on the site, and the actual curriculum mapping template needs to be revisited.

CASL will develop a guide to help the faculty who are engaged curriculum mapping.

Help with mapping, assessments and SLOs is available through Open Labs and by scheduling appointments with Cindy, Jeff and Evis.