

## CASL-PR COMMITTEE MINUTES

**Date: October 13, 2021**

**Time: 1:30 pm – 2:50 pm**

**Place: Zoom**

### **Voting Participants:**

Claudenice Braga-McCalister, Christopher Boltz, Jason Burgdorfer, Jeff Baker, Rebecca Eikey, Alexa Dimakos, Nicole Faudree, Ron Karlin, Violeta Kovacev-Nikolic, Sheldon Helfing, Teresa Ciardi

### **Non-voting Participants:**

Dr. Kathy Bakhit, Joshie Lerma, Daylene Meuschke, Andy McCutcheon, Lisa Sawyer, Evis Wilson

### **1. CASL/PR- Consent Item - Minutes for May 26, 2021 Meeting and September 8, 2021 Meeting**

Both Meetings Minutes were approved as a consent item.

### **2. ePortfolio - Update**

Brittany and Alexa have met, brainstormed, trained, and informed faculty and staff, on using PebblePad features, templates, workbooks for courses, internships, assessments, and programs. Faculty members include Violeta Nolic-Kovacev, Chris Boltz, Cindy Stephens, and others in the Mentor/Mentee Program. Alexa and Brittany have scheduled presentations at schools of Humanities and Social Sciences meetings.

### **PR – Update**

#### **a. Changes to Program Review platform**

The changes to Academic Program Review, on the punch-list are complete with few exceptions:

- the links – Daylene will complete these by Friday October 15, 2021
- the process/software for Budget requests in the downloaded PR Reviews will be tested by Jason Hinkle and John Young by Friday October 15<sup>th</sup>, 2021.
- The survey on the PR will be distributed to both academic and non-academic programs and will be reviewed by the College Planning Team. This should not hold up the Program Review availability.
- Tableau visualizations data is ready, some refresh issues will be worked out by Friday, October 15<sup>th</sup>.

#### **b. Program review training plan**

Access to the Program Review module should be available by Friday, October 15.

- The first training session will be on November 12 from 9 A.M. to 10:30 A.M.
- The second training session will be November 18 from 3 P.M. to 4:30 P.M.

Daylene will place a tentative hold in the PR group's calendars for a third session for December 3<sup>rd</sup>.

Daylene will speak with David Andrews, president of the Academic Senate, and others involved in the PR, regarding messaging and then she will send out an email regarding the training. Sending the read-only access to the chairs with the email will be useful. Including information about the importance of Year 1 in Program Review in the email is necessary.

#### **4. CASL-Update**

##### **a. Update about Email to departments with 8 or more courses missing assessments in eLumen**

Jeff and Chris have met and connected with department chairs regarding missing assessments for 8 or more courses in eLumen.

They have color coded the tracking list to show whether they have met and connected, still pending or not yet connected.

They have identified issues with the report mainly because it includes discontinued and older versions of the course prefixes which show as not assessed.

Departments have in general been very fast responding and willing to work into getting the assessments in eLumen.

Department chairs have reported that adjunct faculty do not have information about eLumen as they are not involved in Curriculum. In some departments, faculty are not trained regarding eLumen access and scoring. Departments think that lack of training is a barrier to recording assessments.

Course curricular coordinators are tasked with many items and having reminders for the assessments and tracking the assessment will be very useful to their assessment processes.

A calendar or cycle of assessment set up to remind the departments and faculty can be helpful.

##### **b. Next Steps**

Departments with lower numbers of courses not assessed will be considered next term, as are Program Level SLO assessments.

Working on fixing eLumen course id reports is necessary.

##### **c. Topic for Next Working Meeting (Oct 27)**

Training and working together to design assessments that will make closing the loop easy/effective

Connecting and testing Canvas and eLumen – currently using the LTI integration

Working on an Assessment Calendar/Cycle

Developing or updating a best or better-practices document that can be shared with Course Coordinators. English 103 faculty Erin Delaney and Alexa Dimakos created and submitted that document to CASL previously. Nicole compiled this information.

Inviting curricular coordinators from departments/programs with continuous CSLO assessments to present in CASL-PR.