

CASL-PR COMMITTEE MEETING MINUTES

May 27, 2020

1:30 pm – 2:50 pm

via Zoom

Voting members:

Voting Members					
CASL Chair SLO Coordinator	Jeff Baker	X	Learning Resources	Ron Karlin	X
CASL Chair SLO Coordinator	Nicole Faudree	X	Counseling	Tony Law	X
PR Chair	Jason Burgdorfer	X	K&PE	Justin Lundin	A
ePortfolio Coordinator	Brittany Applen	X	SBS	Anne Marengo	X
ePortfolio Coordinator	Alexa Dimakos	X	SB	Gary Quire	A
MSHP	Kelly Burke	X	MSHP	Dilek Sanver-Wang	A
Senate, MSHP	Rebecca Eikey	A	SBS	Cindy Stephens	X
K&PE	Howard Fisher	X	MSHP	Tara Williams	A

Non-voting members		
AVP of Academic Affairs	Omar Torres	A
AVP of IE and IPE	Daylene Meuschke	A
Dean of Humanities/SBS	Andy McCutcheon	X
Dean of VAPA	Jennifer Smolos	A
Guests		
MSHP	Anh Vo	X

X=Present A=Absent

Topics:

1. CASL/PR- Consent Item: Minutes from May 13, 2020, were approved unanimously

2. PR – Review language for communication re status of budget items

No update has been provided to the PR committee chair. Due to the budget crisis, this issue will continue to the fall.

3. PR – Program Review Days presentation update

Rebecca Eikey, Nicole Faudree, Jason Burgdorfer, Daylene Meuschke, Omar Torres, met since the last CASL-PR meeting and are proposing that PR Committee considers, centralizing PR training and peer review as well as program review presentations, by offering them all together in Program Review Conference Days in the Fall semester, mid to late November. The concept for this idea was modeled after the approach to Program Review presentations in Gavelan College, in Gilroy CA.

Prior to the event, in September and October, chairs would work with colleague faculty in their departments to gather information and formulate objectives, work on curriculum, budget issues, SLOs and Objectives.

Proposed agenda/format – Two Days

- Day one, part one which is a more structured format: one session where all the chairs would meet to train on items that are considered in each program review cycle such as budget, Institutional Research Data, SLOs and Objectives training.
 - After that, there will be break sessions according to the similar or individual needs for programs reviews as needed.
- The second part of Day one, would be for work done with experts that presented earlier that day. Department chairs or Program Review colleagues, would have the opportunity to complete their work in the Program Review module and exchange ideas and receive input from peer reviewers.
- Between the Day one and Day two (Day two could be a week or two later), the department chairs would meet with people in their departments, provide feedback and fine tune their work in the PR. On Day two each department would present to another department within their school as their share ideas, connections. Then sharing of ideas could be facilitated by having departments from across campus share their PR.

This structure would provide training, connections to chairs who are knowledgeable and experienced. It would give department chairs a chance to complete their Program Review. It gives a chance for removing silos from the PR work. It allows for the different styles of Program Review completion on campus. It provides an opportunity for PR themes to be captured promptly, at the end of Day two.

The target for Day one is November 1st and Day two is at least after a week or two after. Ideally it would be done by Thanksgiving.

IAC meetings may be a place where trainings can take place, if there is faculty leadership that sets the IAC agenda and proposes a structure for meetings. Proposals and ideas for a working agenda for the IAC meetings, has been brought up by faculty and deans and there is support for the idea by Administrators.

The proposal for the PR Days will be forwarded to the Academic Senate for discussion and approval in September 2020.

The PR Committee will be working in September – October 2020 toward putting together items for the PR training.

Incentives would include, FLEX hours and that a chair could get their program done before December.

This might be a good model for other working meetings.

4. PR –budget module training including screen shots with explanation update Jason and Sharlene are working with Jim Temple and Norris on item 2 of the Agenda,

And training list, includes Nicole, Jason Burgdorfer and others in a list that was provided for the committee via screen share.

Jason Burgdorfer will return as PR Committee chair next Fall and he reported that Rebeca Eikey would be the PR Committee chair next year.

5. PAC-B summary

Informal calculations based on the numbers from the May Revise Proposal from the Governor show the proposed cuts to categorical funds may effect salaries especially those funded by the Strong Workforce initiative. However, the Financial Aid is funding is preserved. In addition, COLA has been cut this year. The May revise is a proposal, and the cuts have not been adopted yet. In terms of the percentage cuts this is the largest cut proposed compared to all the cuts in the past. This proposal will likely be further revised in August, September, and it may be adopted by September 30 of this year. There might be a 30 day extra leeway to October 30 for final budget approval.

SCFF – Payments for degree awarded for every FTS are reduced, and even though the budgets are cut, the college would be serving the same number of students. The reductions in payments can be compounded by the state's delays or IOU in lieu of payments which may not be direct cuts, but results in loans to cover unavailable funding that is on top of the possible fund balances that the college may have aside. Unlike in past times, the College's accounting shows that we have a bit more fluidity in our funding to cover payroll despite encumbrances that would take away approximately 7 million of the 20 million in cash reported by the Business Office.

Funds from the Federal government, to cover the worst shortfall of \$54 billion statewide, would have to be at about \$50 billion. CFA and CTA as well as other organizations are all lobbying together to get people to advocate to their legislators to not cut funding for Community Colleges and education in general.

Structural deficit – state-wide cuts in the proposal as the accrual of payables and encumbrances may result in additional funding deficits for COC. Forced costs are estimated to be about \$7 million this fiscal year. When added to the 10% cuts to the General Fund which are around \$11 million, one can understand that the budget deficit created by the cuts and costs will be 18 million.

Weathering the downturn – Since the last economic downturn, and as a result of that, the Academic Senate instituted a process for whereby these discussions would occur at PAC-B. Issues such as faculty layoffs, increases in the number of students per class, addition of sections, are since then negotiable items. They cannot just unilaterally change. Our Chancellor has stated that she is proud to have weathered four downturns successfully without laying anybody off.

We had a very successful SERP, that might be extended to encourage more people to retire because people make 90% of the \$114 million in our budget. Savings can be generated by not replacing positions of administrators who have left, or incentives to retirees. Faculty who retire, would have to be rehired until the COVID crisis is over. In the past Proposition 30 was used to pay salaries. There are a lot of uncertainties that are different from the past.

6. CASL – Recommendations for SLO assessments for 20-21

CASL recommendation for Spring 2020 was that departments that could assess their course SLO could do so and others that felt they could not, would not have to assess during or at the end of that term. As

we continue to be in distance learning in the Fall 2020, the official recommendation from CASL is to resume the regularly scheduled assessments for the Fall 2020.

This recommendation is issued with the understanding that things have changed, it is not business as usual, but we have to continue with assessment. Making note of the assessment results and being able to later compare the SLO assessment results will be of value. The value is also that the role of assessment for faculty is reflection.

Nicole Faudree will put together the wording for the recommendation to be presented to the Academic Senate.

Cindy Stephens will join Jeff Baker in the Fall as SLO Coordinators and CASL chairs.

7. CASL – Goal setting for 20-21

What do you think? What should this committee do next year? What, what do you think we have done well? What do you think we can improve on?

Evis and Jeff and Nicole will work on the website during the Summer. Jeff and Nicole will work on the SLO Faculty Manual.

- ✓ Provide support and assistance to new faculty with scoring assessment
- ✓ Providing additional time and support for trainings in SLOs and Assessment and Program Review. Even if it is in Zoom. Making smaller, break-out sessions.
- ✓ Keeping in mind the work-load issues, for example chairs and curricular coordinators.
- ✓ Providing assistance in assessing the PSLOs.
- ✓ A day where faculty can bring their data, where we do this is in a formalized, scheduled way, we complete the scoring. Maybe have small data.
- ✓ Maybe just giving additional support or additional time so that people feel comfortable with what's happening in sort of the new normal.
- ✓ Maybe we start opening it up and being more externally focused work, to help.
- ✓ We could do small groups or pair up people or if you had a larger training and need to do breakout sessions.
- ✓ What can we do to help you guys feel like this committee is valuable and important for you to participate in?
- ✓ The Committee can review/consider what different people are doing in different departments by having quick working session and see what's happening, find new ideas, fresh takes on what people are doing around campus.
- ✓ Provide more forward facing information to departments and coordinators, engage them and help them directly, and we may grow some more members for the Committee.

8. CASL – Planning for Assessment “Day” fall FLEX week.

Nicole Faudree had reached out to NILOA, and we asked to have that the keynote would be:

What is assessment like in this crisis, and what can we take away, what can we learn as professionals moving forward from our own resiliency to our students resiliency.

We have invited Natasha Jankowski as a speaker in hopes of getting an outside perspective that reinforces the stuff that we do.

The Professional Development committee wanted anything assessment oriented to be peppered throughout different days. It will be spread over three days, Monday, Tuesday, Wednesday.

Cindy Stephens, Julie Johnson, Robert Wonzer as well as Daylene Meuschke and her staff have committed to leading sessions. The sessions would be about:

- A session would be to address, how did this crisis affect your data and your assessment? In a broader sense really provide a way for faculty to dialogue and work through what they saw, and experienced.
- A data oriented session would help to look at your success data, your retention data for your department, maybe even some of your SLO data in the lumen and looking at your data and looking at how our student retention success and assessment went this past semester or past year because we had a lot going on in the fall, everything has been eclipsed by this seminal year to touch of our own professional careers.
- Another session that Jeff Baker coordinating, will be to get faculty who have disaggregated to come together to have a panel explaining how they did it. What they saw? What were the benefits? What challenges they faced?

Jeff Baker recognized fellow SLO Coordinator, Nicole Faudree and her valuable contribution to the CASL-PR work in her SLO Leadership position during 2019-2020. The committee members agreed.