

ASLC Minutes
February 18, 2013
10:00 a.m. to 12:00 p.m.
WLA Campus, Room 586

Members present: Joy Asamen, Lisa Bortman, Herb Cihak, Connie Fulmer, Charla Griffy-Brown
Absent: Connie Horton, Mike Shires
Guest: Ellen Caldwell

1. Role of student representative to ASLC:

- a. Students representatives are not required to attend all ASLC meetings.
- b. Student representatives will be asked to attend meetings in which:
 - i. The mini-grant proposals are assessed – for this academic year, the meeting is on March 27, 2013.
 - ii. Program review reports are examined – the meeting or meetings will be scheduled during the summer sessions (April/May/June).
- c. Student representatives may be asked to contribute toward the completion of special projects or help the Council members address issues that would benefit from their input.

2. Proposed changes to the *Program Review Guidebook*:

- a. Change headings so reference is made to “program review” rather than “self study” to avoid confusion by the switch in wording.
- b. OIE proposed offering a workshop to department faculty that will be working on their department’s program review. The purpose was to help departments analyze their data and determine if they will have additional data needs. This could also be a time to organize the approach to the program review and resolve any special issues. The institution of a workshop pre-self study is discouraged with committee members stating that faculty do not like to attend workshops. ASLC members thought a more effective strategy is to collaborate with the ASLC representative for each school/unit and schedule meetings within the normal faculty/committee meeting structure.
- c. Program review budget: OIE representative proposed that there be refinement to the fiscal support they provide to programs for program review. For the purpose of planning and accountability they requested departments complete a budget form and asked if OIE should manage the funds instead of just transferring over a set amount before the review begins, ASLC members’ response was:
 - i. Each school/unit prefers to maintain oversight over the funds allocated for program review.
 - ii. For accountability purposes, OIE requests a projected allocation of funds prior to the beginning of the academic year and an accounting of how the funds are actually spent.
 - iii. A recommendation was made for OIE to write a policy on how unspent program review funds are managed.

3. Assessment travel budget: The OIE member to ASLC reported that for planning and accountability reasons the travel funds provided to each department by OIE will now need to have a budget plan prior to the transfer. This will allow OIE to project future needs and be able to report how the funds are being used. OIE proposed that the transfers should be on an as needed basis or in installments. ASLC members stated:

- a. Each school/unit prefers to maintain oversight over the funds allocated for assessment travel.
- b. A recommendation was made for OIE to inquire about how unspent assessment travel funds can be returned if unused by a designated date.

4. Data available through OIE:

- a. As new data reports are made available by OIE, a link to the reports will be sent out to the ASLC members so the information can be forwarded to the appropriate parties within each school/unit.
- b. To produce meaningful findings, the need to disaggregate analyses by program was emphasized by the members.
- c. Soon, the OLAP cube will allow the examination of indirect evidence regarding specific student variables.

5. State of Assessment report revised template: the revised template was unanimously approved by the 6 voting members (4 in person and 2 polled by email).

6. Survey policy: OIE via the Associate Vice Provost Office asked the members of ASLC to provide feedback on a Survey Policy being developed through the VP Office. The purpose of the policy was to protect the University from data breeches and to protect the privacy of students. The proposal provided guidelines and resources as well as asked departments wishing to survey Pepperdine students to submit a request to the Vice Provost of Strategic Initiatives and Research. The VP office will also provide the Pepperdine Community with a schedule of all approved surveys and a calendar of distribution to better inform students. ***The discussion of the proposed survey policy will continue at the next ASLC meeting, but the following points were raised by the members present or via email.***

- a. The major themes appear twofold:
 - i. Best practices in designing and administering surveys
 - ii. Faculty governance concerns
- b. Specific issues raised include (at the meeting and by email):
 - i. Each school/unit should be responsible for managing/making decisions about administration of surveys, not OIE or Vice Provost for Research and Strategic Initiatives.
 - ii. Having to complete an application and have the instrument reviewed would be an inconvenience.
 - iii. OIE member reported that the actual review committee had not been determined but would most likely be similar to the IRB process. A committee for reviewing requests for conducting surveys should include **staff** as well as faculty.
 - iv. A request for a complete list of known regularly scheduled surveys conducted at the University should be made available. This was already reported as part of the survey policy.

7. Miscellaneous:

- a. All draft copies of documents should be so labeled to avoid misunderstanding.
- b. Xythos is being discontinued, but no information is available on where materials housed on Xythos will be migrated or the plan for the migration.