

**Advancement of Student Learning Committee  
(ASLC) Minutes**

February 10, 2014  
12 noon to 1:30 PM  
Google+ Hangout

Members present: Charla Griffy-Brown, Chair; Graziadio School of Business and Management  
Connie Fulmer, Seaver College  
Connie Horton, Student Affairs  
Katy Kerr, School of Law  
Mike Shires, School of Public Policy  
Amy Tuttle Guererro, Graduate School of Education and Psychology  
Lee Kats, Vice Provost for Research and Strategic Initiatives, ex officio  
Lisa Bortman, Assistant Provost for Institutional Effectiveness, ex officio  
Ross Canning, Recorder

The ASLC meeting was called to order at about 12:05 PM via Google+ Hangout. Mike Shires joined the meeting in progress.

- I. Call to Order, Welcome, Announcements, and Review of [January 10, 2014, minutes](#).
  - A. *Minutes* - The minutes were approved by common consent.
- II. Business
  - A. *University lists concerning graduation and retention rates* - WASC requires every school to provide a comparison list for benchmarking. Charla Griffy-Brown opened the floor to the Council to give an update on their respective conversations with their faculties and deans regarding the comparison school lists that will be used to meet new WASC requirements. Lisa Program reviews are currently on the public-facing OIE site.

GSBM selected the same list of schools for ACSB. GSEP raised similar concerns for having the annual and program reviews on a public site. Amy suggested writing a summary instead of posting the whole annual report for public view. Seaver thinks that Sakai is most appropriate place for their list vs. a public-facing website. Seaver College and Student Affairs need the same list for peer and aspirational groups. The curriculum map linked to the Seaver majors website is preferred to a map displayed right on the page. The School of Law is creating a new set of comparison schools so the faculty and dean can choose a current set of peer and aspirational schools. The Curriculum map was sent to Lisa Bortman today. The curriculum map is ready to be

included on the SOL website. The School of Public Policy is not comfortable posting its program reviews on a public site because competitors shouldn't see that information. SPP does not want any results to be shared because there is a lot of competition for students. Enrollment data is highly sensitive. Retention and graduation rates are okay to show.

The vice provost commented on the tension between transparency and competitiveness with regard to the school lists. Lee Kats said that this has not been a top item of discussion. We have to follow what WASC requires. Lisa said that WASC has not well-defined "transparency" yet, so we have time to decide what is posted and what is withheld; Charla suggested that Pepperdine define the term sooner than later so there is understanding and definition internally and with respect to what WASC requires.

All of the schools should submit their final peer lists for graduation rates and retention to Lisa Bortman before the end of the term.

An ASLC subcommittee (Connie Fulmer, Mike Shires, Charla Griffy-Brown, and Lisa Bortman) was appointed to look into this matter and will define all of the WASC terms for Pepperdine University. Final definitions will be confirmed by the University administration.

The program reviews, survey data, and data warehouse documents are currently public on the OIE web site. Lisa would like clarification on what should be posted publicly. The general guideline should be, "when in doubt, keep it private." Final decision of what should be made public for University data should be made by the University administration.

B. *Annual Program Review* - ASLC members shared their templates and reported on the progress with annual program reviews at their schools. All schools should start to upload the forms or templates for their internal annual assessment to the ASLC Google Drive.

C. *New version of assessment scorecard* - Lisa Bortman gave an update on the [newest version of the assessment scorecard. \(Updated version of record following meeting: 2014-02-14\)](#). The form is used to accompany the status report as a quick reference. Charla would like to have all of the programs fill out the scorecard for the last status reports.

D. *Draft Language for program and course changes at the University Academic Council* - The ASLC discussed the need for a unified process across the schools and with the UAC at the last meeting. The ASLC wants to improve communication with the

academic councils of the schools so more applications for these changes arrive at the UAC with the data and justification needed for Council approval. Lisa will draft a version with Charla and then bring it to the ASLC at the March meeting.

E. *OIE Education Seminar for Pepperdine University Schools* - Lisa Bortman discussed the upcoming [OIE education seminars](#). OIE is asked frequently to go all over the campus to offer training on 6-7 standard topics. The OIE education seminars document outlines the offerings. The meetings include one-on-one to small group sessions scheduled on-demand. There is a possibility that Lisa will record the trainings and use YouTube University or prepare some other sort of trainings where the content can be posted for anytime access.

F. *Alumni Survey* - Lisa Borman gave an update on the planned alumni surveys. Spring time is high survey time for OIE who has created a database of common questions for the University. The alumni survey is going to go out shortly. Now is the time to add supplemental questions to the survey.

### III. Other Business

A. *Rank Tenure & Promotion language additions* - Charla Griffy-Brown gave an update from the various RTP committees. Seaver wonders why it is needed in Research and Teaching sections. GSEP had positive support for the planned language additions. GSBM questions related to Research and Teaching sections. Greg Ogden, who oversees University RTP, and the School of Law RTP committee both seem on board. The School of Public Policy has not yet weighed in.

B. *Mini-grant Cycle?* Charla asked for suggestions about when to start the cycle for mini-grants. Amy Tuttle thought that the two-year cycle would work well. Lisa Bortman noted that Jody Semerau, major area budget manager for the Vice Provost division, has started to manage the budgets which has been very helpful for better governance of the grants. Lisa asked if the ASLC members should be the primary contacts for monitoring the grants from their schools. Aside from finances, there is no real follow up or deep support.

The Council discussed the support needed and deliverables for which grant winners are responsible and what information needs to be made available to the awardees so they are better supported and know what is required. One Council member suggested that Final project or PowerPoint posted on the OIE website. The Council asked to revisit the topic at the next meeting.

#### IV. Adjournment

The meeting was adjourned at 1:30 PM. The next meeting of the ASLC will be at noon on Monday, March 10, 2014, in the Page Conference Room, TAC 316.