



Advancement of Student Learning Council

3 December 2024 | Braun Conference Room & Zoom

Minutes

Members Present: Mark Roosa, Dean of Libraries (Chair)
Katie Dodds, Caruso School of Law
Brad Dudley, Student Affairs
Seta Khajarian, Office of Institutional Effectiveness
Kerstin Leistner, Caruso School of Law
Jaclyn Margolis, Graziadio Business School
Kelle Marshall, Seaver College
Kim Miller, Online Programs
Jim Prieger, School of Public Policy
Tonya Wood, Graduate School of Education and Psychology

Members Absent: Lila McDowell Carlsen, Interim Vice Provost, ex officio

I. Welcome and Business

- A. Mark Roosa, Chair opened the meeting with prayer at 12:30 p.m.
- B. Advancement of Student Learning Council approved 5 November 2024 meeting minutes.
- C. Members bid farewell to Katie Dodds, the current CSOL representative, and thanked her for her years of service on ASLC. Members welcomed Kerstin Leistner, the new CSOL representative.

II. Program Review Checklist

- A. Members discussed the draft academic and nonacademic checklist templates created to facilitate their program review feedback process. The templates were presented, highlighting alignment with the program review template flow, language pulled directly from the program review questions, and integrations of knowledge sharing and QIP pieces as suggested when the checklist idea was proposed.
- B. As program review requirements differ between graduate and undergraduate programs, and academic and nonacademic or cocurricular areas, items which only apply to one area must be distinguishable. Examples include HIPs, GEs, learning outcomes, and core competencies. It was suggested these items can be color coded or indicated with symbols. Members discussed differentiation between “nonacademic” and “cocurricular” program designations. Adding a “last revised on” footer to the template was suggested. Retitling “GBS” to “PGBS” and adding CHS were discussed. Adding a line to name the program department or area was suggested. It was clarified that the forms are intended to be a Google Form to allow for data tracking, but the option to print and complete as a hardcopy, then input the data to the Google Forms thereafter, would be possible.
- C. Members discussed ASLC’s Program Review Letter including a reminder to update the MOU dashboard. Linking the program’s specific dashboard, adding a “last revised on”

footer, adding a sentence of general praise for the strength of the review in the first paragraph, and adding a specific point of contact for inquiries were suggested.

III. Sharing ASLC's Work with Faculty - Strategy Discussion

- A. Members were invited to brainstorm ideas in response to the ASLC Charter's call for members to act as agents toward furthering academic success. Building community with faculty writing program reviews was identified as helpful in shifting Pepperdine culture towards one of assessment. Members discussed how program reviews have significantly improved in quality since inception. Contributing factors were suggested to include encouraging faculty through the process, mandating shorter reports, and requiring data.
- B. Members discussed opportunities to connect at their schools' faculty meetings. It was reported that these sessions' agendas are often overfilled and do not leave room for adequate conversation, but rather a short presentation.
- C. Hosting a program review how-to retreat at the Beach House was suggested, modeling after Seaver College's writing retreats. Potential participants, invitations, timing, and activities were proposed. Kelle Marshall and Petra Rickertsen will draft a few options to propose for Council consideration.

IV. Program Review Schedule

- A. Members were encouraged to sign up for program reviews.
- B. Members discussed opportunities to improve the program review receipt process. It was explained that delays are largely due to programs awaiting external reviews and data. These delays were described to affect ASLC's workflow, with the provided example that no programs were able to submit their reviews this fall semester, which has created an anticipated heavy lift for ASLC in spring. One solution is OIE's offer for programs waiting on external reviews to submit all other material for ASLC review, then submit the ER for review once received. Also discussed was removing the December ASLC meeting and assigning a June convening to better align with review receipt. It was reported that one program which intended to submit in fall this year will submit a supplemental narrative explaining the nature of the delay and their next steps to submit a full review.
- C. Members were reminded that programs regularly reporting to external agencies can submit that report with an addendum covering pieces specific to Pepperdine's program review. It was commented that if the checklist method is pursued, the checklists will not align with these instances. It was reported that OIE is also working to initiate the process earlier to allow programs additional preparation time before summer, and in the future, better align reviews with the budget cycle.

V. Adjournment

- A. The meeting adjourned at 1:36 p.m. ASLC will next convene on 7 January 2025 in the Braun Conference Room and via Zoom.