

## Advancement of Student Learning Council

3 September 2024 | 12:30 p.m. – 2:30 p.m. | Braun Conference Room & Zoom

### Minutes

Members Present: Mark Roosa, Dean of Libraries (Chair)  
Brad Dudley, Student Affairs  
Seta Khajarian, Office of Institutional Effectiveness  
Jaclyn Margolis, Graziadio Business School  
Kelle Marshall, Seaver College  
Lila McDowell Carlsen, Interim Vice Provost, ex officio  
Kim Miller, Online Programs  
Jim Prieger, School of Public Policy  
Tonya Wood, Graduate School of Education and Psychology

Guest: Clemens Kownatzki, Graziadio Business School

Members Absent: Katie Dodds, Caruso School of Law

#### I. Welcome and Business

- A. Mark Roosa, Chair opened the meeting with prayer at 12:30 p.m. Academic Year 2025 ASLC Members were introduced.
- B. The Advancement of Student Learning Council approved the 3 June 2024 meeting minutes.

#### II. AY25 Goals

- A. Mark Roosa, Chair identified key AY25 ASLC priorities. First, building on progress achieved in the past few years, including program review process refining and improved communication with stakeholders about ASLC's work. Second, updating the ASLC Charter to ensure alignment between members' set goals and public-facing goals. Third, creating a strategy for data set management and communication with University budget decision makers. It was confirmed that ASLC has the authority to modify the ASLC Charter at will.
- B. Members discussed examples of ASLC's program review feedback positively impacting program growth.

#### III. ASLC Charter

- A. Mark Roosa, Chair invited two volunteers to review the Charter and propose edits for Committee discussion at the October convening. Members suggested potential areas for edit, including school/area representation and member time commitment. It was suggested to develop a timeline for inviting a College of Health Science representative. The Provost will review Charter changes before adoption.

#### **IV. Roles and Responsibilities**

- A. Mark Roosa, Chair announced that each member will receive a letter acknowledging their ASLC participation. This letter will outline members' responsibilities, including: term length, expectation to attend a WSCUC conference, constituent conversation requirement, and stipend provision. Members discussed procedures for continued representation in instances where members are unable to serve for part of their term.

#### **V. Program Reviews**

- A. Seta Khajarian reviewed ASLC's program review process improvements and material modifications. Rubric and review format alignment, HIPs section clarification, encouraging appendix use, and suggesting a 25 page limit were highlighted. OIE will conduct a non-curricular area audit to identify which programs should undergo program reviews. Once identified, these programs will be invited to consult with OIE to develop an assessment plan which suits their program.
- B. Members discussed whether non-curricular programs should have an ASLC representative and if so, to what extent this should be the case. Developing a ledger of co-curricular programs attached to a listing of accrediting bodies to which Pepperdine regularly reports was suggested to be a helpful tool.

#### **VI. AY24 Year-in-Review**

- A. Tonya Wood highlighted that 15 programs were reviewed, ASLC's work was presented to various University councils, and the "Equity in Assessment" theme was engaged through readings, discussion, and an OIE-hosted training. It was announced that as a part of ASLC's self-review identified as necessary during the AY24 ASLC Retreat, a letter will be issued to the Interim Vice Provost detailing growth and strength areas.
- B. Continued projects were identified as issuing guidance on external reviewer use, clarifying ASLC's role as a supportive body to programs in achieving their goals, and seeing through the work done to close the loop between recommendations, MOUs, and fiscal implications.

#### **VII. WSCUC Report & Visit Update**

- A. Expectations for ASLC's involvement in the upcoming WSCUC Special Visit were reviewed. The Institutional Report process from drafting to community feedback requests was presented. It was decided that ASLC will use their January 2025 meeting to prepare for ASLC's interview with WSCUC.

#### **VIII. Dashboard Discussion**

- A. Brad Dudley, chair of the WSCUC Recommendation 5 subcommittee, provided a progress report. Highlights included receiving deans' feedback and resulting adjustments made, including dashboard access protocol development. Programs are already inputting information. Due to content sensitivity, ASLC members cannot access the dashboard so it was suggested that a redacted dashboard featuring the outcomes of approved MOU items for funding is produced for ASLC to learn. User

experience was described. The dashboard's purpose was described as providing data which deans can use to inform fiscal decision making, and then track progress for following through on the QIP and MOU outcomes.

- B. Members discussed who might be responsible for dashboard maintenance. UAC was suggested, and members were reminded it will take time to develop usable data from the dashboard due to the budget and program review cycles. It was suggested to propose deans include an "action items in response to program reviews" section to their annual "metrics and academic year initiatives" presentations to UPC.
- C. It was confirmed programs and deans are provided an MOU template which they are encouraged to adapt. Members were reminded that the new program review sign up sheet hosts a column tracking MOU submission compliance. It was suggested to more directly promote where programs send MOUs upon completion.

#### **IX. Competency Baseline Discussion**

- A. Members discussed the idea of setting principles which constitute a baseline for program review compliance. Members discussed that when ASLC reviewers identify information as missing or unclear in a submitted report, ASLC typically connects with the program review author to request the data. It was emphasized that historically, program reviews identified as needing additional information or quality improvement arrive from under-resourced areas. To ensure this is an encouraging process, submissions are not "rejected", but rather ASLC connects with the program to develop or procure the data needed to assess the review.

#### **X. Adjournment**

- A. The meeting adjourned at 2:30 p.m. ASLC will next convene on 1 October 2024 in the Braun Conference Room and via Zoom.