

Advancement of Student Learning Council
Minutes
June 21, 2021
12:00 p.m. - 2:00 p.m.
Retreat
Zoom Meeting

Members Present: Brad Dudley, co-chair, Student Affairs
Katie Dodds, co-chair, School of Law
Charla Griffy-Brown, Graziadio Business School
Lee Kats, Vice Provost, ex officio
Seta Khajarian, Office of Institutional Effectiveness
Bryan Reeder, Office of Institutional Effectiveness and Assessment
Michael Shires, School of Public Policy
Heather Thomson-Bunn, Seaver College
Jeremy Whitt, University Libraries
Ildiko Hazak, Recorder

- I. Welcome and Call to Order
 - A. Katie Dodds opened the meeting at 12:35 p.m.

- II. Business
 - A. Approval of the Minutes
 1. The Advancement of Student Learning Council approved the May 10, 2021 minutes.

- III. Update on Program Reviews for the Next Year – Kailee Rogers
 - A. Kailee Rogers presented an update on the current program reviews. PGBS is currently undergoing program review and they are expecting to have their reports in September. Program reviews next year include, ISL International Studies and Languages for Seaver, their five programs will be undergoing program review and the five Student Affairs programs will undergo program review. This year Kailee received all Seaver ASARs. PGBS also received all of their ASARs. Charla noted that they need to make sure that the programs receive the new flash reports. Charla asked, for 2022, when are they getting the reports in the spring. Kailee responded that they will receive the program reviews in April. The due date for the program reviews is April 1. Seta noted that they are hoping to share enough samples with programs. They are hoping to get five samples ready for the

institutional report. It is in the flowchart for the program reviews. The Core Competency, that is scheduled next year, might shift. Seta is trying to work with Dean Feltner to get the oral competencies and assessment plans. They don't do assessment annually. They are trying to do small chunks of assessments and they write the report in the last two years. The Core Competencies might not be ready for another two years. Charla noted that the last couple of Core Competencies took 18 months. Kailee shared that she received some positive feedback on the new ASAR templates from programs that were using them the first time this year. The faculty loves the new reporting system.

IV. ILOs – Jazmin Zane

- A. Jazmin Zane talked about OIE's plans for assessing the ILOs for 2021- 2022. OIE paused its ILO efforts this year. The original plan was to assess Diversity and Faith next year. OIE is handing off the leadership role of assessing Diversity to the CDO. This effort should be coming from the Chief Diversity Officer. Jazmin Zane commented that one of the biggest project that came across the OIE office related to diversity is the diversity binder. The diversity binder is going to be a 200-page document, which was requested by the president. The president specifically asked for everything OIE has ever done on diversity. Jazmin Zane noted that they were able to pull data publicly. They had a lot of indirect data. The CDO will look over on what OIE has done this far and give OIE some guidance on how to move forward. OIE will develop a dashboard from that for the community.
- B. Another piece of diversity was the HEDS survey on diversity this past spring. The survey went out to the Pepperdine community and over 10,000 community members received an invitation to complete the HEDS survey. This is the first time that OIE has ever collected consistent diversity, equity and inclusion metrics across all of Pepperdine's populations. OIE had a huge response rate from staff. The CDO is very excited about this survey. Jazmin Zane said that she will do the Faith ILO next year. They have a new data set. Jazmin Zane and Seta Khajarian will be analyzing these data next academic year and develop an assessment methodology. Jazmin Zane commented on Seaver 200, the chaplain's office reached out to OIE. They are developing a great assessment plan on how they are going to be assessing their new program at Seaver. The chaplain reached out to OIE last fall to develop a specialized survey. Jeremy asked whether any summaries will be released from the HEDS survey to the community. Jazmin responded that they usually put an infographic together and summarize the main big findings from the surveys. OIE is redesigning its survey results website with IMC this summer. OIE is able to pull any data for a specific need from the surveys. Brad noted that at Student Affairs last September they had every department take an individual look at diversity and inclusion at their department. They shared these data with the president.

V. ASLC Communication Plan and Message

- A. Brad noted that ASLC needs to discuss what preparations they need to do when ASLC meets with WASC. Charla noted that they need to make sure that they are all aligned on how they move forward. Charla commented that ASLC had surveys, focus groups, they collected data and they redesigned some of the tools that they were using and they connected with the knowledge sharing group. Charla suggested that ASLC might put together a timeline on the things that the ASLC did. Brad commented that a few years ago they talked to several people who completed their program reviews and they got their feedback. Brad submitted all of that data to Lisa Bortman. The visiting team might like to see that feedback. Charla noted that they might have the reports in the meeting minutes. Seta noted that at the site visit they rarely have a last minute request. Seta commented that she asked Kailee to help with the WASC steering committee minutes. Kailee was taking notes at those meetings. They found nine recordings that are not transcribed. Bryan is listening to the minutes and transcribing them. Brad noted that they can use the ASLC meeting minutes to construct the timeline of the process. This will include, who took responsibility for rewriting sections and the time period in which it was done. Seta commented that ASLC did a lot of the work but they look at mostly the WASC Steering Committee minutes. Seta noted that they can establish an added timeline at which point the Steering Committee took over and gave it back to ASLC. Seta suggested that Ildiko can look at the meeting minutes in 2019 and the fall of 2018 and develop the timeline. Charla noted that it should be clear going through the topics in the agendas, extract those and come up with the timeline. Charla noted that it would be helpful to have a timeline for faculty to talk about the changes. Brad asked Seta if she is going to create an executive summary or cheat sheet of the report that they can use to talk to their own groups about the important parts. Seta noted that once the report is sent in September, it can definitely be summarized.

VI. WSCUC Report Update

- A. Seta noted that she has received many comments regarding the WSCUC report. She has received a comment about the shared government issue. April and Seta will meet tomorrow to respond to some of the requests. There was an interim report in 2015. They are getting complaints whether things are accurate. Seta noted that it is a challenge to finalize the pages. There are so many CFRs cited. They are trying to simplify that and make sure that the citations are relevant. The report is in its final stage. Seta will be meeting with Barbara on July 1, 2021 to clarify the process. Seta met with Cindy from the president's office and reached out to Nicolle Taylor regarding the logistics of the WASC visit. Seta announced that OIE has a new Institutional Effectiveness Coordinator/Admin. She will be able to help with the administrative work.

VII. Integrating the New Strategic Plan into the School Strategic Plans and into the Program Review Process

- A. Brad commented that the strategic plan is not ready yet. Katie noted that they anticipated to see the strategic plan by now. The strategic plan is delayed. Lee commented that 10 days ago Tim got approval from the Board of Regents that the draft plan can go out for the community for comment. The draft will go out to everybody soon. Brad commented that ASLC will come back to that how the strategic plan impacts the program review process and adjust anything that need to be adjusted. Seta added that when it comes to program reviews, they can highlight that when the MOUs are signed and maybe build a standard MOU.

VIII. ASLC Charter Updates

- A. Seta noted that ASLC needs to finalize the charter. The charter is on the ASLC website. Seta noted that the charter should be updated by August 11. Charla noted one change regarding the chair person's commitment over time. Charla thinks the commitment time needs to be shortened so it is more manageable. Katie noted that maybe two years would be better than four years. Maybe having co-chairs will be also better. Charla noted that when they have co-chairs and co-presidents it works better because when one leaves the other one stays for a limited time. It works better for succession planning. Mike Shires noted that the chair should not serve for more than two years. Seta suggested for Seaver that they should add 1- 2 faculty representatives. For next year, the council approved an Online Programs representative, so that should be added to the charter. Charla updated the charter with the suggested changes. Mike Shires asked whether there are any concerns giving Seaver twice the voting weight. Seta commented that there are a large number of programs. Seta suggested two representatives for Seaver because there are 20 programs to review. Charla noted that the Seaver programs are more complicated.
- B. Heather asked whether there was a vote on the ASLC committee. Brad commented that they only vote if the minutes are approved. The rest of the time they are handing out program reviews to read. Heather asked whether there is a concern on how the charter is put together in terms of voting representation, and suggested that maybe one of the Seaver reps could be a non-voting member. Mike Shires noted that Seaver has three times as many programs as the next largest school, so maybe there should be three representatives from Seaver. Charla noted that this next calendar year is the largest regarding program reviews. Charla commented that they can pull in extra help when the program reviews get too many. Charla commented that they don't vote at ASLC, the committee had a consensus style of decision making. Charla noted that they may leave room to pull in more representatives. Mike Shires suggested to add a language that at the chair's discretion representatives from programs with six or more programs can be invited to join. Brad noted that Seta needs to see if it the budget supports this model. ASLC members should email the committee regarding approving the

charter by next Friday. Heather asked whether compensation for committee work is a new concept. Charla noted that that was the model from the beginning to get people to come to the committee. The funding comes from OIE.

IX. Orientation of New ASLC Members

A. Charla commented that at the first ASLC meeting with the new members there should be introductions and welcome and provide the new members with the resources to read. Brad asked what materials should they include in the packet. There is a lot of information on the OIE website. They should look at the previous flash reports and guide books. Mike Shires suggested that they should look at the samples of quality program reviews. As Seta recruited the new members she did mention that they can reach out to her. Seta shared with them the ASLC links. They are excited to learn and start contributing to the committee.

B. ASLC Memberships:

Online Programs: Next year Kim Miller, Director of Online Programs will join ASLC.

GSEP: The new member from GSEP is Dr. LaTonya Wood.

Seaver: Heather Thomson-Bunn will continue to be on the committee. There is a new member, Jacqueline Dilion, PhD.

OIE: Seta Khajarian will represent OIE and Kailee Rogers will also attend as needed. Bryan Reeder will no longer be a member but he will be invited as needed.

PGBS: Charla Griffy-Brown will stay and represent PGBS at ASLC

X. 2021-2022 ASLC Meeting Dates

A. The ASLC meeting dates have been approved. The meetings will take place on every second Monday of the month from 2:30 pm to 4:30 pm, starting from September 13, 2021.

XI. Adjournment

A. The ASLC meeting was adjourned at 2:00 p.m.