

Advancement of Student Learning Council
Minutes
December 15, 2020
12:00 p.m. - 1:30 p.m.
Zoom Meeting

Members Present: Charla Griffy-Brown, Chair, Graziadio Business School
Katie Dodds, School of Law
Brad Dudley, Student Affairs
Lee Kats, Vice Provost, ex officio
Seta Khajarian, Graduate School of Education and Psychology
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. Charla Griffy-Brown opened the meeting at 12:00 p.m.

II. Business

A. Approval of the Minutes

1. The Advancement of Student Learning Council approved the November 5, 2020 minutes.

I. Flash Reports

A. Charla commented that she will transition out of the role as Chair of the Advancement of Student Learning Council. Charla will be Associate Dean for Part-Time and Executive Programs. They don't have a timeline for the transition yet, but it will happen soon. They have to bring in a new Graziadio member and a new chair. Heather Thomson-Bunn announced that she will be on sabbatical this coming semester.

B. Charla commented that going through the flash reports is an opportunity for the ASLC members to give their input. The flash reports are for the programs that ASLC reviewed last year. Bryan attended a WASC webinar last week and he wanted to share a slide related to that. Bryan noted that one of the big problems in OIE in dealing with PLOs and SLOs is getting people past the word "understanding", because it can't be measured. According to Bloom's Taxonomy,

understanding and remembering are at the bottom. Bryan shared a graphic explaining Bloom's Taxonomy.

- C. Bryan shared three different formats for the flash reports. Bryan first shared the content of the Religion 2020 Flash Report. He pointed out the following categories: the Finding of External Reviewer, QIP results, ASLC Review including recommendations and commendations and Alumni Survey Results. Bryan created a category called Numbers, where he tried to consolidate the information. He also added a category called Annual Student Achievement. Bryan showed the second format of the flash report which he was not impressed with. He shared the third format of the flash report with the ASLC members. Brad commented that he recognizes the challenge. If they want to change the flash report they should go back and work with Courtney to do the infographics from IMC. Charla agreed with Brad that it would be nice to have a standard format with IMC.
- D. Bryan shared the Social Science Flash Report. Brad commented that this report is easier to look at and find data on because of the way the headings work. Charla commented that she liked the symbols for each heading. Bryan commented that he read better program reviews than Religion and Philosophy. Bryan followed Charla's recommendation to remove the pedagogical highlights, because there weren't any. Charla asked Brad if they could move Results on Core Competencies to the first page. Brad commented that they can go in and make any changes. Brad noted that this is the final task for somebody who is doing a program review. They are offering the programs a template and hopefully they have things to put in that template. Each of these areas are items that are covered in the program review. Brad commented that he doesn't think they need to go back and complete past program reviews on the flash report. Going forward the programs will complete a flash report. The first time they will do a flash report template for a non-academic program they are going to have to make some adjustments. Charla asked a question from the committee: Do we still want to do this? Charla commented that she thinks it would be helpful. Charla asked whether they should go back and mark the report or maybe they should abandon that, give them the example and the template. Seta commented that it is a good idea to keep it in any form. Maybe give an option for different schools. When it comes to program review, different programs have different strengths and they may need to highlight more or highlight less. Seta noted that it doesn't have to be a standard template. Charla commented that she really likes this template and she asked: What are the limits of using this template? Katie commented that she likes the template also. When they get to the non-academic programs it may change a little bit. Katie commented that they have to wait until people start using the template. She noted that they should encourage them to make the bullet points as brief as possible. It is a great thing to have a two-page summary to pass on to the deans and other departments. Katie thinks it is important for the reports to look the same. This will be used in an administrative level and it will not going to help to have different formats.

- E. Charla asked what do they do when they have reports that are missing key details. Bryan struggled with this issue when there are key things that are missing. Charla asked the group: Do we allow a different format? Jeremy thought that the flash report is helpful because it captures all the information in a single place and the report is very helpful for all the different stakeholders. It is a great summary for the program who is doing the review as well. Just like the programs, this flash report can be continuously improved as well. If the information is not there in the program review and the program is left to write the flash report, there would be some gaps there and Jeremy is not sure how to address that. Seta added that assessment always had a negative feel. It is ok if they are missing information. They can tell them that they are missing this information or tell them that it will be in the ASLC report. If the missing information is very important the visiting committee can ask for that information.
- F. Bryan commented that he agrees with Seta and Katie that they are not going to know if this works until the people who have to do it will actually complete it. Bryan suggested that they should be looking for ways to fine tune this and improve it. Charla asked the group what should they bring to the executives this year. Charla asked: Do we want to show something from last year to the executives? Charla commented that they may use the template that Brad has, but they have to figure out what to do in those gaps. Katie asked why can't they go back a couple of years and just find a couple of awesome program reviews that have all the data in and they should just use those as an example to take to the administration.
- G. Brad commented that the only two categories he was missing are the number of faculty in Social Sciences and the information from their employment numbers from the first destination survey. Brad noted that this data is easy to get. Charla asked Brad to update the Social Sciences report. Bryan commented that he is uncomfortable updating the reports, because the religion and philosophy reports are not good reports. Charla thinks that they can take Social Sciences and do what Brad is suggesting and go through the details and add the number of faculty and the employment numbers. Bryan replied that would be fine. Charla asked Bryan if he wants to move forward with Social Sciences and Bryan replied yes. Brad commented that for the faculty numbers, Bryan should contact Steve Rouse at Social Sciences because he got a report from the Career Center for that year. The easiest thing to do is to email Marla Pontrelli and ask her for the Social Science numbers for the calendar year.
- H. Seta asked whether they have a protocol in place. Once the flash report is done does it go back to those who wrote it or to the dean or the division. Seta asked whether they get an approval before they share that. Charla commented that faculty fill it out. They have already submitted it so they do the flash report. This is now a part of the process for program review. Charla commented that they need something to take their initiatives to the next step before their visit and part of that is getting in front of the executives and show them what this is. Charla noted that

moving forward everybody who does a program review will do the flash report. Brad noted that they need to go into the directions on the actual templates for the program review and make sure they put a link to the template, so people remember to include it. Charla commented that Kailee is managing the rubric and template and they should make sure that she has that connected.

III. Update on WASC Report

- A. Bryan commented that they have checked all the links and they all worked and the appendix is done. They are just waiting for little information and once that is done the report will be finished. Seta commented that on the timeline, that Bryan had shared with ASLC, the link into the infographic template should be towards the end because part of it is the ASLC response. Seta told Bryan make a note to make sure that the timeline is also reflected. Bryan should ask Kailee to add to the timeline something about the flash report. Bryan suggested that might be step number one: review the flash report and later finish the flash report. Brad commented that in the template that the committee created they did not include feedback from ASLC, they included feedback from the external reviewer. Charla commented that they don't need ASLC's input to fill it out.
- B. Brad commented that there is another flash report for the themes from the year. Charla would like to put that report together for the executives. The information that she was drawing from was ASLC's conversations and the minutes, which include some of the things that they went through in the letters. Brad sent these templates in the spring. That template was very much a blank and it had the categories. They can put together something to say that these are things they learned the last year. Charla asked the committee members: Should that be the first thing we do together in January? Charla commented that this should be the agenda item for January. They can start with what did they learn over the last year and what were the themes. Charla asked Brad to resend the template to Ildiko so she can embed that in the agenda for January.

IV. 2021 Schedule and Outlook

- A. Bryan commented that most of Seaver's assessment does not happen until spring. Everything is on schedule. Brad commented that at Student Affairs the only one they have this year is Volunteer Center. Brad has a meeting with them later today to talk about their external reviewer. They are on target to get the external review done in early winter.

V. Adjournment

- A. The ASLC meeting was adjourned at 1:12 p.m.