

Advancement of Student Learning Council

Minutes

December 10, 2018

2:00 p.m. - 4:00 p.m.

Page Conference Room, TAC 316

Adobe Connect

Members present: Charla Griffy-Brown, Chair; Graziadio School of Business and Management
Lisa Bortman, Assistant Provost for Institutional Effectiveness, ex officio
Katie Dodds, School of Law
Brad Dudley, Student Affairs
Amy Tuttle Guerrero, Graduate School of Education and Psychology
Seta Khajarian, Graduate School of Education and Psychology
Heather Thompson-Bunn, Seaver College
Jeremy Whitt, University Libraries
Ildiko Hazak, Recorder

Members absent: Lee Kats, Vice Provost for Research and Strategic Initiatives, ex officio
Michael Shires, School of Public Policy

- I. Welcome and Call to Order
 - A. Lisa Bortman opened the meeting at 2:05 p.m. in the Page Conference Room.
- II. Business
 - A. Approval of the Minutes
 1. The Advancement of Student Learning Council approved the October 8, 2018 minutes.
- III. Review of International Programs
 - A. Seta Khajarian and Katie Dodds volunteered to do the International Programs review.
- IV. Review School Updates in Google Docs

Program Reviews

Lisa discussed the program reviews. The Social Science reviews are in progress and they should be on time. Teacher Education was put on hold and it will be moved to 2019. Career Center was reviewed already and they are waiting to get the letter out. Amy and Michael will email their comments on Career Center to Charla. Student Employment is in progress.

School of Public Policy: Mike Shire is in the process of reviewing it. Charla will check with Mike Shire.

Seta is resubmitting the education portion for the Graduate School of Education in May 2019.

Office of Student Accessibility is in progress.

Quantitative Reasoning is in progress.

A. School Update

1. GSEP Psychology

Amy met with the psychology program directors. GSEP Psychology has new program directors. School of Psychology has to continue to be more involved in university wide assessment. Amy commented that there is a cultural shift at GSEP. People are starting to get more engaged. Amy noted that she will transition professionally to a new role. She will continue to serve in the ASLC Committee until the end of this academic year.

Seta discussed the Teacher Preparation Program and she explained that the accreditation is through the state. The full site visit will be in fall 2020 or spring 2021. Seta explained the preconditions. There is a general precondition to reinstate and be eligible to apply for reaccreditation with the state. Seta noted that for each one of the TPP programs there is another precondition. It is a massive work and it is due in March 2019. In October 2019 there will be a full program review including nine chapters. In March 2020 GSEP will receive the report. Seta continued that the TPP – Teacher Preparation Program, has 13 programs in the education division. It embodies the Graduate School of Education, Psychology, Masters in Teaching. The undergraduate pathway of Seaver's teacher preparation pathway serves under the GSEP Education Division. Seta noted that the PHD program is a separate report. GSEP has to address a WASC letter on five points. It is due on August 2019. GSEP has a mini full report in May 2019. It will have all of the GSEP's programs reviewed.

2. University Libraries

Jeremy Whitt shared the University Libraries review. University Libraries had a very successful fall with its Information Literacy program. University Libraries completed its program review last spring. The Libraries were given recommendations from its external reviewer. Some of the challenges of the Libraries are to expand the reach of the Information Literacy program, especially in the graduate schools. University Libraries will try to get close to 100% first year students at Seaver. University Libraries has been successful of working its way into the first year classes at Seaver. The Graziadio School recently started the DBA program. University Libraries make sure that it has research support for the DBA students next semester. In West LA at GSEP, University

Libraries had a presentation to the faculty over the findings of the program review. University Libraries demonstrated the importance of information literacy to faculty.

3. Seaver College

Heater is working on finding a partner on the writing program to assist in data collection, analysis and focus groups. They are planning to look at 150 - 200 junior writing portfolios in order to assess writing. Heather commented that she saw an increase of reports of assessment. People are seeing actual changes made to majors as a result of assessment.

4. Student Affairs

Brad shared the Student Affairs have good program reviews in the works. Student employment is a high impact educational practice. Program assessment cannot be done without doing the operational assessment. At Student Employment they have to talk about issues of compliance regarding HR policies, policies related to payroll and timekeeping. Brad commented that there is a uniqueness to Student Affairs because it is operational and educational.

4. School of Law

Katie Dodds commented that the School of Law is slower in getting started with assessment. School of Law had a 5-year plan but did not finish. Last year Katie rewrote the assessment plan to complete it in two years. School of Law is on track. Katie will write report on the MLS program. The MDR and LLM programs will be scored. Katie commented that she can write a wholistic program review for these programs. Katie noted that the Law School Assessment Committee was an ad hoc committee and this will be made into a permanent committee. Faculty members who serve on this committee will get credit for it.

5. Graziadio School of Business and Management

Charla shared that Graziadio School of Business is continuing to collect data across the programs. The newer programs weren't collecting data. Charla asked how do we reach out to those faculty members to become part of the evaluation process. Charla noted that the biggest challenge is the constant organizational change. Charla continued that AACSB is coming up. Lisa commented on the AACSB accreditation which is in every five years. It is a very rigorous procedure.

III. Program Review Essay

- A. Charla reviewed the program review essays in Google Docs. The document called "Quality Assurance and Improvement Program Review Essay Outline" was reviewed. Section 1 includes the overview and history since 2013.

Section 2 discusses infrastructure: governance, process ASLC, how as a result, program review has been used in informed decision making and improve student learning outcome. The ASLC members spent a few minutes to put in examples under the bullet points in the Google document.

Lisa explained how these essays work. The essay will start off with information, like history and where the schools are. The ASLC members then include examples. They will explain that here is the current status, but here is where they want to be in two years. Than a plan will be developed on how to get to where the schools want to be in two years. The ASLC members included examples and changes under their sections in the document.

This is the document that the ASLC members should work on:
“Quality Assurance and Improvement Program Review Essay Outline
COLLABORATIVE”.

IV. Adjournment

- A. The ASLC was adjourned at 3:40 p.m. The next meeting is scheduled for January 7, 2018 from 12 p.m. to 2 p.m. in the Page Conference Room (TAC 316).