

Advancement of Student Learning Council
Minutes
December 9, 2019
12:00 p.m. - 2:00 p.m.
Lamb Conference Room, TAC 139 and Zoom Meeting

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

Members Absent: Michael Shires, School of Public Policy

- I. Welcome and Call to Order
 - A. Lisa Bortman opened the meeting at 12 p.m. in the Lamb Conference Room.
- II. Business
 - A. Approval of the Minutes
 1. The Advancement of Student Learning Council approved the November 11, 2019 minutes.
- III. Finalized Program Review Document
 - A. The ASLC members reviewed the revised program review documents. Katie Dodds handed out copies of the edited program review. Charla commented that the group will review the program review document guidelines and the rubric. The hope is that after ASLC scores the rubric, that score will be used for the report. Under the assessment piece, Meaning, Quality and Integrity, every program does an annual assessment. There is a one-page report that the programs fill out every year. They have four years of data reported in these reports. They call it a log form. There is an annual assessment reporting form with a rubric to score the report. Also, there is a program review guideline with a rubric for scoring.
 - B. Katie Dodds commented that the student report has to be submitted every year. For example, if you submit the report this every year, you are putting all of these data in one sheet. You can see all of the outcomes and how everybody met their benchmarks. This data will get attached to the program review. There is a rubric that Lisa Bortman put together that is used to score the program review document. Lisa commented that for Seaver College, there is a Google site for every single

program and all their data will be placed in there. Graziadio will do the same. Charla commented that at Graziadio, they have their process in place where they do their annual reports. The problem is to find a common data platform. Graziadio uses Excel and Livetext. Every year Graziadio had to complete an assessment report. At the end of five years they have a larger report. Lisa commented that every program will have a Google site. All the data used in the software programs will be exported there.

- C. The ASLC group first discussed the Meaning of Degree section of the Program Review. Heather suggested cutting the phrase “briefly explain why the program exist”. She also suggested to add a link under Program Learning Outcomes. Most programs already have all the maps established. The links need to be added. OIE will list the student profile and put the data there for programs. Katie organized the program review document; it is arranged by Meaning, Quality and Integrity. The ASLC members discussed each point under Curriculum and Learning Environment. Charla asked if client-based learning could be added. Katie commented that in the Integrity section, where they report on student learning, they have other types of assessments. A prompt can be added there for client-based learning.
- D. Katie reviewed with the ASLC group the Co-Curricular Experiences section; these experiences are available to all students of the University. Charla asked to add Global Experiences under the Other section. Under the Faculty section, the faculty overview is attached in the appendix. Lee asked if under Faculty there should be a “For Example” section to address any comments about faculty. Charla commented that the following should be added: “Please address how faculty resources are allocated.” Charla noted that the assumption is that these are full-time faculty. Lisa commented that under the Faculty Support section, a full-time to adjunct faculty ratio should be added. OIE is working with each one of the graduate schools and they do a survey with the students to get feedback from them. Lisa noted that WASC would expect something about faculty in the report. They list several bullet points in the WASC program review. The first bullet point lists: “Is there a sufficient number of faculty and do they have the support they need?”
- E. The ASLC group next discussed the Information and Technology Resources section. Lisa and Charla commented that this section should be left in. Next, the ASLC group reviewed the Integrity section. The information from the annual achievement forms will be put into a summary form. On question 19., Lisa commented that the phrase “Please explain: a, b and c” should be taken out. The ASLC members reviewed the National Student Surveys and Alumni Data sections. Lisa noted that OIE is going to make much shorter data forms. OIE will look at participation and student activities. Brad noted that section 23. and 25. is redundant. Charla suggested to take out section 23. Under the Plans for the Future section, Charla suggested to add online and hybrid. Lisa suggested to take out course evaluations and peer evaluations. Lisa commented that having the annual report submitted would be beneficial for the programs, because the programs could receive some feedback early on. Lisa commented that she asked Rick Marrs if he would invite the different WASC subcommittees to come to the Deans’

Council meetings. Program review and student achievement are presented at the meeting. Lisa noted that every program is asked to go over their program review and provide a version that can go public. Lisa meets with the Seaver College programs in the spring and goes through the guide book. Lisa commented that she reads their first draft and they talk about their external reviewer.

V. Calendar for Next Year

A. ASLC Meeting Dates for 2020:

Friday, January 31 – Face to Face meeting at Thornton Conference Room (TAC 417)

Monday, February 10 – videoconference at Lamb Conference Room (TAC 139)

Friday, March 27 – Face to Face meeting at Thornton Conference Room (TAC 417)

Monday, April 13 – videoconference at Page Conference Room

Thursday, May 21 (Tentative) – Retreat

VII. Adjournment

- A. The ASLC was adjourned at 1:45 p.m. The next meeting is scheduled for January 31, 2019 from 12 p.m. to 2 p.m. in the Thornton Conference Room (TAC 417).