

Advancement of Student Learning Council  
Minutes  
January 31, 2020  
12:00 p.m. - 2:00 p.m.  
Thornton Conference Room (TAC 417)

Members Present: Charla Griffy-Brown, Chair; Graziadio Business School  
Lisa Bortman, Assistant Provost for Institutional Effectiveness, ex officio  
Brad Dudley, Student Affairs  
Seta Khajarian, Graduate School of Education and Psychology  
Michael Shires, School of Public Policy  
Jeremy Whitt, University Libraries  
Ildiko Hazak, Recorder

Members absent: Katie Dodds, School of Law  
Lee Kats, Vice Provost, ex officio  
Heather Thomson-Bunn, Seaver College

- I. Welcome and Call to Order
  - A. Lisa Bortman opened the meeting at 12:07 p.m. in the Thornton Conference Room.
- II. Business
  - A. Approval of the Minutes
    1. The Advancement of Student Learning Council approved the December 9, 2019 minutes.
- III. Guidebook Review
  - A. Lisa commented that for the WASC report the ASLC group needs to identify the weaknesses, come up with a solution and implement a solution before the report is submitted. There are six solutions, two of them are from the Meaning, Quality and Integrity essay. The Program Review Guidebook is being revised, both the academic and non-academic parts. There will be new reporting templates for Academic Achievement. Rubric development is being completed. There is a change of process to the program review. There will be presentations and discussions with each one of the programs with ASLC. There will be direct ties with UPC and UAC. Also, there will be an information sharing document. Katie Dodds worked on a project sheet. Brad and Jeremy worked on the non-academic guidebook. The non-academic guidebook will be reviewed next time at the ASLC meeting. Katie Dodds and Lisa Bortman reviewed the academic guidebook. The guidebook will be finalized at the February 10, 2020 ASLC meeting. Brad commented that the draft is complete for the non-academic guidebook. Lisa commented that the next project will be to edit the new templates for annual academic achievement and the comprehensive template for the program review.

Lisa shared the detailed timeline. Lisa has been working with every program at Seaver College, showing them the new template for rubrics with a benchmarking category. Presentations and discussions with programs are coming up. Charla will check with Heather to work on the language that would go into the guidebook for the academic and non-academic part. Charla commented that last year it was identified that Career Services and Student Employment are vital for the campus. Lisa commented that the UPC meeting is mostly about budget. There is a time slot in UPC for program review.

- B. Lisa went over the program review sections with the ASLC members on the final program review document. Does the program have a mission statement? For Seaver programs, OIE created Google sites for every program. Seaver's mapping, program learning outcomes and their copy of their annual assessment are in this Google site. If WASC comes and they want to look at samples of the programs, they will be all in the Google site. The next category is Quality and Viability of the program. OIE will provide the data on student profile. It will show in a table the student's gender, age and other information. The mapping should show the progression of courses and the outcomes. The ASLC members reviewed the program review sections. Under Quality and Viability of the Program, Curriculum and Learning environment sections were edited. Faculty overview was updated. Lisa added under Faculty Overview: "if this is listed in your catalog or online just include a link". Charla noted that they also ask the question: How many full-time faculty and part-time faculty are at the school? There should be a table that shows the faculty resources. Mike Shires and Charla will fix the table in the program review under Faculty. Lisa commented that WASC cares about the number of adjuncts the university has. WASC is asking if the university is providing full service. Charla is putting the tables together and she will share them with the ASLC group. The quality of online education is being reviewed. The fully online courses should be discussed separately than the hybrid courses. Mike Shires will look through the online program section. Next month the online programs will be revisited.
- C. Information and Technology Resources section was reviewed next. Library resources have been looked at with more scrutiny: Are the library resources sufficient? Are there enough computers? Facilities section was reviewed next. Are there enough classroom spaces? Staff section was reviewed next. The language was changed from clerical to support staff. Integrity Section was reviewed by the group. There is an annual student achievement report and a summary report. The programs fill out the summary report and they can look at the report when the programs do the program review. WASC Core Competencies: For the WASC review, all of the core competencies are done. Jeremy wrote an outstanding report for Information Literacy. Lisa just received the final draft for Qualitative Reasoning. Heather is doing Writing across the curriculum this year. There will be five strong core competencies. Lisa hired someone to complete the Leadership report. Jazmine and her group did a four-year study on faith with the chaplain's office.

D. Evidence of Student Success was reviewed next. Charla noted that she would like to go over what is going to go into the flash report. Charla asked that everybody should look through the document about infrastructure. Everybody will sign up for a section and they need to complete their section by the next meeting on February 10. Each school need to provide an overview on how they conduct assessment. Brad commented to include the changes you made last time, changes you are making this time and fill in data and reasoning based on the evidence. Charla commented that the most important thing is the action items and the follow up. Charla will send the information regarding the left-hand side and right-hand side of the table and she will add the bullet points: action items, evidence/reasoning. Brad commented that there is an important relationship between changes we made last time, state of the program and changes we are making this time. Charla commented that on the right-hand side it would be, relationship between changes made and current state of the program, then there will be three bullet points of action items, evidence, reasoning and resources required. Brad noted that this is what ASLC should present to UPC.

#### IV. Flash Report Information

A. Charla commented that the flash report is showing the status of the program. Charla will send everybody what will go into the flash report. The left-hand side is current state: enrollment, number of full-time faculty, graduation rate and timing. On the right-hand side the following will be included: relationship between changes made and current state, action items, evidence and reasoning behind those action items, if necessary, resources required. Lisa would like to find a way to reinforce all the assessment they have done. Lisa asked: Is there a way for them to present their program reviews and write what percentage of students met their benchmark? Charla shared the flash report template in Excel with the ASLC group. Lisa will send a reminder about the infrastructure. Lisa will remind the ASLC members of what they have signed up for and share the timeline. At the next meeting, the group is going to review the non-academic program review. Charla commented that the information flash report will be also reviewed. Katie, Charla and Brad will meet with the deans. Lisa commented that the deans need to understand that they are all under WASC review. Six items will be implemented. WASC wants to see the six items implemented in all the schools. Part of ASLC's role will be explaining these details.

#### VII. Adjournment

A. The ASLC was adjourned at 2:04 p.m. The next meeting is scheduled for February 10, 2020 from 12 p.m. to 2 p.m. in the Lamb Conference Room (TAC 139) and by Zoom Meeting.