

Advancement of Student Learning Council
Minutes
January 26, 2021
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
Jeremy Whitt, University Libraries
Ildiko Hazak, Recorder

Members Absent: Heather Thomson-Bunn

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. Program Reviews Flash Report

A. Bryan commented that in the last meeting it was mentioned to put the template that Brad created in the instructions for the program review. Bryan noted that there isn't anything listed as instructions. They have the program review guide book, the Google file that they send to every department that is getting ready to do a program review and they also have the check list. Bryan told Kailee to send the template together with all the resources that they send at the very beginning of the review process. Brad commented that it needs to be a reference at the end of the template. There is no new information on the template . It is just a place where they collect all of those different areas of information that are already in the review. Brad asked whether they provided a link for the template in the instructions for the actual program review. Brad responded, no, because there are no instructions. Brad asked whether there are instructions for completing the

program review. Bryan responded that there are instructions within the Google folder that they share. Brad suggested to add a link at the end of the instructions to complete their knowledge sharing tool. Bryan will ask Kailee if they can do that and get a link to the template. Bryan noted that the checklist would be the smartest place to put the link for the template.

III. Revisit ASLC Charter

- A. Seta led the discussion on the changes to the ASLC charter with the ASLC members. Charla commented that they need to address faculty representatives and the frequency of the changeover of the chair. Jeremy Whitt commented that the University Library should be included as a representative under “The following standing representation suggested:” section. The ASLC members reviewed and made changes to the ASLC charter. Charla suggested that the language for elected faculty representatives should be changed. Mike Shires asked whether they should delete the part regarding student members. Seta commented that it is helpful to have students on these committees. Brad commented that they should make sure that there is student representation in program reviews instead of involving them in meetings. Katie commented that they have struggled with how to use the students in the past. Katie commented that they can maybe just involve the students at an earlier stage of the program review. Seta commented that there could be value having the students as observers. Charla suggested to add: “when a program is reviewed, students are engaged in the review process as well as the review of the ASLC.” Charla added the Student Engagement and Involvement section to the charter. The ASLC members edited the Faculty Representation section of the charter and added the following: “Each faculty representative will serve at least a 3-year term. We suggest representatives to serve only 2 terms.” Next the ASLC members edited the Student Representatives section. Charla commented that the chair will be elected every four years by the voting committee. Seta noted that her new role is specified as a non-voting member. Charla commented that they can change that. Seta commented that all members should be voting members. Charla noted that the last time the members voted was on the charter. Decision making is generally by consensus. Charla added under Voting Rights of Members that all members of ASLC are voting members. The group reviewed the Training of ASLC Members section. Charla added that ASLC members will be trained in practice by members and the chairperson. Charla commented that Lee and Seat will have to update the Budget for Program Review section of the charter. Lee, Seta and Bryan can help with this paragraph. The members reviewed the Collaboration with UAC section of the charter. ASLC does not have joint meetings with UAC. There will be cross-representation on ASLC and UAC as much as possible. In addition, the Associate Provost will join the UAC meetings. Seta asked how does the evaluation happen. Charla responded that Lisa had a focus group where she talked to people and there was a survey. Charla added under Evaluation of ASLC, “In addition, annually the ASLC will reflect on processes, procedures and lessons learned at their final meeting”. Mike

Shires updated the section under Faculty Representatives. The date of revision was updated on the charter. The title was updated for Associate Provost of Institutional Effectiveness. The “ex officio member” term was removed. Charla commented that they can vote on these changes pending the final language and accurate figures.

IV. Vote on Charter Revisions

- A. The ASLC members voted pending the budget figures being input. The ASLC members voted yes in favor of changing the charter. The ASLC had six yes votes.

V. Diversity ILO's

- A. Bryan commented that this year they are on schedule to assess the Diversity ILO. Diversity has moved to the number one priority across all colleges and universities. Bryan commented that they are going to do a national survey. It has been approved by upper administration and HR. The survey is completely anonymous. This survey is going to everybody, all faculty, all staff and all students. Jazmin, Seta and Bryan will figure out what the direct assessment is going to be. They might do a town hall on it based on what the study finds. Charla asked whether this survey include alumni. Bryan will ask Jazmin whether alumni is included in the survey. Bryan commented that the survey is going out in March 2021. The results will not be available until the fall, because it is a national survey and it takes more time. Seta commented that there are different ways to do ILOs. Schools can do many indirect assessments. To do the direct assessment it will take a lot of planning. Seta suggested that they can put this on the next agenda. Bryan commented that before Lisa left she was looking at reducing the ILOs. There are just too many. Charla noted that it will be helpful to know how the diversity study is unfolding. Charla commented that could be a discussion point at the next meeting and Bryan and Seta could lead that so they could better understand how it is unfolding, what the timeline is, what the different structures are across the school and what the plan is for evaluating. There are a lot of indirect measures. The question is how are those being captured by OIE and whether those are being distributed to the schools or whether the schools have to pull those out themselves. The other item to talk about is the ILOs. Charla noted that they will begin to look at what programs are coming in for review in the next meeting as well.

VI. Recommendations for Faculty representatives and Chair

- A. Charla will be moving out as chair of ASLC. There will be someone new join ASLC from GSEP. Everybody has a vote now in the council. At the next meeting ASLC will advance some ideas of leadership. Charla suggested Brad to be chair. Seta seconded the nomination for Brad to be chair. Charla suggested that there can be co-chairs. Charla noted that Seta and Brad could be a good team. Seta commented she should not chair this council given her new role. Seta commented that she is happy to co-chair this year. Brad commented that he would be happy to serve as co-chair with Katie Dodd. Katie responded that she could do something

interim. Katie commented that her term will be up next year. Charla commented that it is an ideal suggestion to have an interim chair and co-chair. Charla commented that Brad will be interim chair and Katie will be interim co-chair. Charla noted to add interim chair selection on top of the agenda for the next meeting.

VII. Adjournment

- A. The ASLC meeting was adjourned at 1:18 p.m.