

Advancement of Student Learning Council
Minutes
May 10, 2021
12:00 p.m. - 1:30 p.m.
Zoom Meeting

Members Present: Brad Dudley, co-chair, Student Affairs
Katie Dodds, co-chair, School of Law
Charla Griffy-Brown, Graziadio Business School
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, Seaver College

- I. Welcome and Call to Order
 - A. Katie Dodds opened the meeting at 12:00 p.m.
- II. Business
 - A. Approval of the Minutes
 1. The Advancement of Student Learning Council approved the April 19, 2021 minutes.
- III. Institutional Report for Theme 2
 - A. Seta noted that at the WSCUC Steering Committee meeting they added final touches to the report and did some edits. There were some deliverables that were not met. Pepperdine's report focused on Component 2, which is about the standards versus the themes. Pepperdine went with the theme approach. Seta commented that she wanted to find out how to get more evidence to support the themes. She asked the ASLC members to email her if they have any ideas to share. Charla suggested to share the program review assessment and have a date for people to come back to provide any feedback. Seta noted that when they promise deliverables they should have samples of the deliverables. Seta noted that they could provide more evidence for the standards. Charla asked whether they have enough artifacts from knowledge sharing. Seta reached out to Brad Dudley.

The copy Seta had looked like IMC's draft. She noted that they had four reports done between 2019 and 2020 and they should have one or two of those reports fully integrated in the flash report. There was an overlap between theme 2 and theme 3. Seta noted that they started differentiating theme 3 where they have different deliverables now. Theme 2 is a little bit weak again.

- B. Seta noted that there is no sample for the flash report for the program reviews. Charla asked whether they can use the program reviews they used last year. Brad noted that they developed the flash reports, one for program review and one for ASLC to put the themes together. Those were developed after the program reviews were done. None of the program reviews had access to that. They just haven't been through a cycle yet to allow those to exist. Brad commented that they can show WSCUC that Pepperdine developed a process and templates for these reports but the university hasn't been through a cycle yet to use them. They can show WSCUC the social science flash report to show that data works in it and it shows how the communication is going to work. Katie noted that there will be some of these deliverables where the process is not completed, but the process is in place. Seta noted that this process should be communicated to the assessment directors. The liaisons and representatives should be invited to one of the ASLC meetings to explain to them the changes that ASLC had developed. Brad noted that they developed the template for the program review flash report but it's never been placed into the template that is provided to the people doing the program reviews. Those templates need to get placed in both the academic and non-academic template. When somebody is doing a review they will be completing that template for themselves and it will be a part of the program review they turn in. The work ASLC has to do is compiling the themes at the end of the year. That goes into their own template. This is the communication piece that they are going to use for UMP and UPC and hopefully influence how the university is going to allocate budget because they see these themes that emerge.
- C. Seta asked Katie to create an infographic for newcomers so they know how to do their program review. Seta wants to make sure that this system is communicated and everybody is on the same page. Charla noted maybe it is good idea to call the schools and explain the changes. Seta noted that she has been meeting with the different assessment directors and coordinators. ASLC should give them this message of the new process. Charla noted that she can reach out to Lex and give her a heads up. Seta noted that it is important that everybody who is involved with doing program reviews is on the same page. Bryan noted that the flash report is linked in the template checklist that they copy for each program. That checklist was copied over to the Volunteer Center. It will be linked into the program review guidebook.

IV. Brainstorm ASLC Intro Package for New Members

- A. Katie commented that they should create a list or a shared folder with the charter, student achievement report, program review guidelines for curricular and non-

curricular programs. Seta commented that she would like to add the schedule of reporting from ASLC and the infographic should be added to that package. Mike Shires noted that he will be on sabbatical next year, so it will be helpful for the new member to have an intro package. Brad noted that they should also provide a general orientation to the OIE website to access program reviews and guidebooks. Seta told Mike that she is happy to do an orientation to the new SPP representative on assessment.

V. Review the June Retreat Details

- A. Seta noted that Kailee will be invited to the June ASLC retreat. Seta asked Kailee to make a list for any questions ASLC may have to see where program reviews are for next year. She will be there to answer all questions. She has been very good pushing OIE's program assessment reviews forward. Charla commented maybe at the retreat they could finalize the communication plan for the new ASLC members. Seta commented that she can also answer questions at the retreat regarding the WSCUC report. Lee commented that he likes the idea of discussing a communication plan. Lee commented that they need to be sure that the community is involved with the messaging. ASLC is key to the messaging. Seta made a presentation to UPC and they did not seem to be overly engaged. Charla noted that they could refine messaging and the channels and how the message will get out.
- B. Brad asked who is preparing the CEO and the groups for the WSCUC visit. Lee responded that the WSCUC Steering Committee should prepare the groups for the WSCUC visit. Charla commented that at the retreat they should discuss the communication plan. What is ASLC's plan and what is the message. Lee also suggested to see if Jay is available to attend the retreat, to try to get him up to speed quickly. Mike Shires suggested to discuss how to integrate the new strategic plan into the school strategic plans and then into the program review process. Seta commented that OIE is working on the report, and a lot of the big deliverables are being put on hold. Seta tried to showcase small items that are happening in the interim. For instance, one of the deliverables is the longitudinal plan. Seta noted that she has not reached out to IMC yet because there is no strategic plan. One of the deliverables was the searchable assessment data. They are going to showcase university analytics, BI. Brad commented when he met with Matt Midura and Tim Perrin, they both agreed that there need to be a longitudinal communication plan about the strategic plan. Brad commented whether they should get Matt and Tim together again and ask what does that look like. Brad commented that they already need to think about how are they going to communicate that plan to the community. Matt and Tim are both on board with that. Lee likes the idea of getting an update from them. Lee noted that the strategic plan is still being finalized by the board of regents. Brad noted that he is happy to initiate the meeting with Tim Perrin and Matt Midura. Seta shared that she and Lee will meet with the president once a month after July to get him on the

same page. They will have a longer meeting with the president before the WSCUC visit.

VI. Finalize 2021-2022 Memberships

- A. Mike Shires will know the new member from SPP in August. Seta asked if Lee knows who will be the new member from Seaver. Lee asked the ASLC leaders to reach out to new members. Mike Shires noted the biggest challenge is to get faculty up to speed. There is a huge learning curve. Mike noted maybe Jim Prieger or Luisa Blanco will be the new members but he doesn't not know which one. For faculty members, a presence of a stipend can help, because it is a lot of workload. Mike suggested maybe that they should financially incentivize the new members because it is a huge commitment. Seta noted that she would recommend two members from Seaver, Jacqueline Dilion and LaTonya Wood, who would be excellent. Seta suggested to ask for two representatives from Seaver because of the huge number of program reviews. Seta will reach out to Dean Feltner to ask for a new representative from GE and one from the program level areas.

VII. Adjournment

- A. The ASLC meeting was adjourned at 1:00 p.m.