

Advancement of Student Learning Council
Minutes
November 5, 2020
9:30 a.m. - 11:00 a.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
Heather Thomson-Bunn, Seaver College
Jeremy Whitt, University Libraries
Ildiko Hazak, Recorder

- I. Welcome and Call to Order
 - A. Charla Griffy-Brown opened the meeting at 9:30 a.m.

- II. Business
 - A. Approval of the Minutes
 1. The Advancement of Student Learning Council approved the October 22, 2020 minutes.

- I. Review the Themes Report Essay for Assessment and Program Review
 - A. Charla reviewed the prompts for the WSCUC Program Review Essay. Each school has answered each of the prompts: “How have the results of program review been used to inform decision-making and improve instruction and student learning outcomes?”, “What has the program or institution learned as it carried out assessments of students’ learning?” Charla reviewed the program review strengths. Mike, Heather, Katie and Seta went through this. Charla noted that everybody contributed from their school for the strengths. Charla reviewed the assessment infrastructure including program review. Katie worked on the first part of the assessment overview. Charla worked on the annual program level assessment. Seta and Heather discussed the assessment of the program review process. Lisa did a lot of work on the core competency assessment. Charla asked the ASLC group whether this is the final version of the document: “Assessment Infrastructure at Pepperdine May 5 Working Document”. Heather replied that the

document looks like the correct version. Charla noted that this document is in the WASC folder, Essay 3 and 4. Seta asked if they can make a few more updates to this document. Charla replied that they can make updates by next week. Bryan and Kailee has this document. Charla asked the group to give their updates by next Thursday and copy Bryan.

- B. Lee gave an update on the OIE position. A small review committee has interviewed two candidates already. One candidate was outstanding and a great fit. The next step was an interview with Provost Marrs. An offer was made to the candidate. It turned out that this was just not the right fit. They had a very strong applicant pool. The review committee interviewed another candidate yesterday who has a graduate degree from GSEP. The committee felt good about the interview. Charla commented that she is cautiously optimistic.

III. Process of Program Review

- A. Kailee Rogers presented the Program Review Timeline/Checklist spreadsheet. This checklist is sent out to every program that is doing a program review. This is very detailed. The document shows every single step that they need to take and the due dates. The checklist also shows who should be completing the task and who they need to send it to. First, OIE will send out an email notifying the programs that they are up for a program review. They will appoint a Program Chair, who is responsible for ensuring that the program review gets completed. They draft their program review by November 1. By November 15, they should have three possible external reviewers submitted to the Associate Provost and the Dean. The Dean will pick which of the three they should invite to come and do the external review. Then, they should schedule their external review visit between mid-December and mid-February. They should have the external review report back within a month of the visit. All the documents, including the budget and itinerary, have to be completed and submitted to OIE a week before the external review visit. During the external review there is a list of who they should meet with. After the visit, they should submit their final report and the external review by March 15. The quality improvement plan should be submitted to the Divisional Dean and uploaded and submitted to OIE before March 20. They will be completing a flash report before the 26th. This is a new step in the process. The final report, the external review report and the QIP should be submitted by April 1. That is a hard deadline, so everything can be sent to ASLC. Charla suggested that the name of the Program Chair should be updated to Program Review Chair. Kailee will update it.
- B. Kailee presented the new rubric workflow process. Kailee shared the ASLC Academic Program Review Rubric. OIE has created a shorter rubric and they put it in a Google form. Kailee went through the sections of the new rubric form. Kailee commented that once they finish filling out the rubric it goes to a spreadsheet. Charla noted that Kailee will put the information from the

spreadsheet into a template letter. Kailee commented that last year she copied and pasted the responses from the spreadsheet into the letter form, then she sent the letter to Charla and ASLC, so they could review the letter before it was sent out.

- C. Seta commented that Pepperdine is now using the thematic approach rather than the traditional accreditation. They should align this initial rubric with the thematic approach. Since everything is going to be populated, they will have a lot of information in one place for program review, so they can capture it from there. Seta commented that the thematic approach is new. Everything they have been doing was done with the mentality of the traditional reports. They have never focused on the thematic type approach. There could be overlaps. Charla commented that they will have the flash reports which will be new. The flash reports are right on target with the thematic approach. Seta commented that they could think about what themes they want to have which would be aligned with the university's strategy or ASLC's vision. They could start focusing on that to be ready for the thematic approach. Charla commented that next year they will revisit this topic.
- D. Katie commented that she likes what Kailee has put together. It does follow the report format. Katie noted that if they do thematic approach, they have to pick the themes. It is great that it is very simplified. This is a great tool and it should give some excellent positive feedback to the departments. Charla commented that she loves the fact that they can use the flash reports. Since each school has committed to how they will share that information, it gives ASLC an opportunity to circle back and see if that information was shared. It will also help inform ASLC on how they would want to measure impact on the university or individual schools as far as the impact of information sharing. Jeremy commented that the process is really strong. Mike commented that it is a huge leap forward from checking every box in LiveText. Mike suggested that they should put together a checklist, like a list of things to look for in each section that they had from LiveText, as a reminder what the context is inside each of the sections, so when they do the commendations it is kind of handy. Lee commented, kudos to this group for taking it so far down the road and to Kailee to help them getting there.

IV. Program Review Due Dates

- A. Bryan commented that PGBS is going to request moving their program review date to spring of 2022. Charla noted that the program chairs are changing in January. The incentives have changed, so they need to find new people to write the reports. Lex put together a very strong calendar. There are 16 programs. General education is putting the finishing touches on its reevaluation reassessment. General education will not going to be assessed this year. They are going to move that down to next year. Brad informed Bryan that the directors are working on the volunteer center. The date will be the same. Diversity was also moved down to next year. Bryan thanked Heather for her work on the written communication core competency assessment.

B. Brad noted that there isn't anything particular that is needed for knowledge sharing. Right now they are waiting for the first batch of program reviews to be completed. Lee commented that they are looking at the edited report. They are talking to April about the deliverables. Lee noted that right now they are on track. Bryan commented that he got in touch with Interfolio. They are now set up to have a searchable scholarship bank. It is something they can now check off the list. Charla asked the ASLC members if they have any updates on their schools. Katie commented that everyone is focused on their classes at the law school. There was a lot of uncertainty through the summer. They use ExamSoft to administer the law school exams. The law school is working on creating question banks. This year will be a year of innovation and change at the law school. Mike commented that they were doing great on assessment at School of Public Policy. Seta commented that they are doing well at GSEP. They already have hybrid programs. Seta commented that she loved the rubric and she liked the achievement reports. Charla announced that she will be transitioning off as chair from ASLC.

V. Adjournment

A. The ASLC meeting was adjourned at 10:30 a.m.