

Advancement of Student Learning Council  
Minutes  
September 14, 2020  
12:00 p.m. - 2:00 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, Seaver College

- I. Welcome and Call to Order
  - A. Charla Griffy-Brown opened the meeting at 12:02 p.m.
  
- II. Business
  - A. Approval of the Minutes
    1. The Advancement of Student Learning Council approved the May 27, 2020 minutes.
  
- III. Status Update of OIE
  - A. Bryan Reeder commented that his team is in good shape regarding the WASC report. Tammy Ditmore and April Marshall are in the last stage of editing the WASC report. Sometime this week OIE should receive the edited report. Bryan will reread the report and Jens Cole will compile the alphabetical appendices. Bryan will do an acronym list. The report is not due to WASC until August 11, 2021. The team's visit will be October 20-22, 2021. OIE does not know yet who is going to be on the team. There is no schedule yet. In terms of the deliverables the guidebooks are done, the reporting templates are done, the flash reports need to be addressed and the changes to program reviews are done. Bryan is meeting with Jonathan See regarding the data portal and the data bank of assessment data. Bryan asked about the longitudinal communication plan. Brad Dudley replied that he is meeting with Matt Midura tomorrow. Some of the survey data that was collected indicated that numerous staff and faculty members were not aware of the current strategic plan. This plan is making sure that there is a

longitudinal plan going forward to talk about the 2030 plan. Brad noted that this involves IMC and not Jonathan See.

- B. Seta asked if it was in writing that the report is not due until August 2021. Bryan replied that they got the due date in writing. Bryan commented that the report is due on August 2021 and the visit is going to be in October 2021. Seta was concerned that there is not enough time between the report and the visit. The university needs to receive the note from the off-site visitors. They need to send the notes to Pepperdine in enough time, so the university can prepare for the missing documents. The visiting team compiles all the commendations and questions to ask and the university is given time to respond and make those available. Bryan checked the email from WASC and the TPR review is on October 20-22, 2021 and the institution's report is due on August 11, 2021. Seta noted that it gives time to prepare the report but it does not give enough time to respond to inquiries. Lee commented that the email came from the WASC visit coordinator. Seta suggested that if these dates are confirmed that they should let all the schools know so it is everyone's calendar. Brad noted that he likes the idea to ask Jazmin to contact WASC to make sure nothing is missing. Seta noted that they should also ask from WASC when is the off-site visit. Usually it is four months before the visit. Bryan commented that the WASC site for TPR says that following, "The review process will be a streamlined version of the current Offsite Review and Accreditation Visit and will be as rigorous as the current institutional review process. A single team will conduct both the documents review and the site visit, without the current six-month lag between Offsite review and Accreditation Visit." Lee shared Lisa's timeline that was distributed to the WASC Steering Committee in 2019. It says, "In the fall of 2020 our final report will go to the editor and we will prepare our website and plan for the site visit. In the spring of 2021 we will share our completed report with the Pepperdine community and ask for comments and feedback. It will then be submitted to WASC." Lee thinks they are following Lisa's timeline where she expects the report to be submitted in the summer of 2021.
- C. Brad Dudley commented that the flash report templates are complete. They are shared with the ASLC committee. Brad will send the ASLC themes flash report template to Charla. Bryan asked if ASLC is responsible to fill out the flash report. Brad replied that anybody who is doing a program review will fill out a flash report for their program review. After ASLC has read all the program reviews of the year sometimes there are themes that would emerge. It is a document that ASLC would complete showing that these are the themes that they saw and it could be something the UMC would like to get a report on. It is a communication document for UMC and UPC. It is a tool that Charla or OIE would use. Charla recommended that they should complete an ASLC Program Reviews Themes report this year and circulate it. It will be on the agenda for the next meeting. Charla will add some themes and try to get all the pieces together. Later in October Charla will share it with UPC, UMC and the deans. Charla suggested that Lee can share it with the strategic planning committee. Next year ASLC will have the same workflow.

#### IV. Calendar for Program Reviews

##### A. Charla commented that there are 18 programs this year:

Program Reviews for 2020-21:

PGBS and AACSB

Seaver: no program reviews scheduled

General Education: Language; Speech and Rhetoric

Student Affairs: Volunteer Center

Student Services: nothing scheduled

ILO: Diversity

Core Competency: Written Communication

Charla connected with Lex and the associate dean regarding the program reviews with PGBS and Charla is not sure how many of them will be completed by spring. Charla asked whether the 18 programs should be staggered or bundled. Seta replied that they should do the undergrad and professional schools and then the online. Charla commented that they only have one undergraduate program and the online program will be bundled with those programs that have face-to-face and online. Charla noted that she could look at bachelors and master of science degrees first then the MBAs. The other option is to do the full-time programs first then the part-time programs then executive programs. Charla will communicate to the associate dean and Lex that it is due in March. Hopefully they will have the PGBS programs. Charla noted that next time when the ASLC meets, they will try to get the flash report completed. Charla will reach out to Heather on what they need to do next.

##### B. Charla asked the ASLC members what are changes and recommendations they have with the rubric and the template that they put together and tested. Katie Dodd commented that the rubric was easy to use. It helps to look at the program review more holistically. Seta commented that she liked how it was streamlined to the excel sheet. In the past the rubric was not aligned with the report. The new rubric was much easier to follow. Charla noted that they were streamlined but there was a slight workflow issue that was worked out at the end. Charla asked Brad whether they need to adjust the rubric on the cocurricular. Brad replied that they should adjust the rubric for cocurricular programs. Jeremy commented that the letter seems to flow more organically from the spreadsheet.

#### V. CIP Codes

##### A. Bryan had a question regarding CIP codes. Lisa was working on the CIP codes. Seta commented that Lisa was concerned that there were some questions that the CIPs were old or wrong or not aligned. This concern warranted a review of the CIP codes. Seta is not sure what Lisa was talking about when she said that the CIPs are not aligned or erroneous. If the program chairs or deans feel that they are off with their CIP codes, they can request a change through a letter that they sign and they would explain why they want either a 4-digit or 6-digit code. Seta is not

sure what Lisa had encountered. Seta thinks maybe the CIP codes are not updated. Charla recommended that they should go through the codes and do a quick audit.

VI. Feedback from the ASLC committee members who used the newly adopted ASAR(s)

- A. Seta had a question, “Have we sent this as ASLC to the schools with directives that this will be replacing the traditional assessment report?” Katie Dodds replied that she used it for the most recent annual JD report. Bryan commented that last week he contacted the schools if they are using the ASAR and all schools are aware of it and they are using it. Seta commented that this will replace that traditional annual assessment where schools would be assessing this. When they are up for their complete program review they would be using those reports to summarize their assessments. Bryan commented that it is correct. Katie noted that there is a summary report. All of the data can be put into one large spreadsheet, so programs can see all of their program learning outcomes reviewed in one spot. Some other departments have an annual report format that they have been already using. They can take the data and put it on the spreadsheet. Seta commented that she used it this year. Seta would add a place where they remind schools to put their PLOs and their assessment plan as a link. Katie commented that if it makes sense for individual departments to make their own modifications that would be great. Since it has been rolled out already they just need to work with it in this first year. There will be an evaluation on how the roll out of our deliverables went, at that time it makes more sense to get departments to use it and collect all of the comments together and then make whatever changes they need to do.

VII. List of outstanding MOUs from the 2019-2020 Program Reviews

- A. Bryan asked Kailee to check all the program reviews and they are all in. They still need the MOUs for business, philosophy and religion. Charla told Bryan that he needs to keep following up until they got those by December.

VIII. Update the committee that Katie/Seta read School of Business' Program Review in summer

- A. Charla updated the committee members that she sent out the Business Program review letter. Charla noted that it was an excellent program review. It was a well-done report. Seta was asking for the summary sheet that Katie mentioned. Katie will share the summary template with ASLC.
- B. Lee gave an update on the OIE position. In the current budget cycle it takes significant time to get the position approved, but finally this position was approved. It has been advertised in the Chronicle of Higher Education. It has been advertised internally and on social media sites. Lee asked the members to spread the word about this OIE leadership position. There have been a couple of dozen applications. Lee will meet with Provost Marrs regarding the search committee.

IX. Adjournment

A. The ASLC meeting was adjourned at 1:24 p.m.