

Advancement of Student Learning Council

Minutes

September 10, 2018

12:00 p.m. - 2:00 p.m.

Page Conference Room, TAC 316

Members present: Charla Griffy-Brown, Chair; Graziadio School of Business and Management
Lisa Bortman, Assistant Provost for Institutional Effectiveness, ex officio
Katie Dodds, School of Law
Amy Tuttle Guerrero, Graduate School of Education and Psychology
Lee Kats, Vice Provost for Research and Strategic Initiatives, ex officio
Seta Khajarian, Graduate School of Education and Psychology
Michael Shires, School of Public Policy
Jeremy Whitt, University Libraries
Ildiko Hazak, Recorder

Members absent: Brad Dudley, Student Affairs
Heather Thompson-Bunn, Seaver College

- I. Welcome and Call to Order
 - A. Lisa Bortman opened the meeting at 12:10 p.m. in the Page Conference Room.
- II. Business
 - A. Approval of Minutes
 1. The Advancement of Student Learning Council approved the May 14, 2018 minutes.
- III. 2018 and 2017 Program Review Letters
 1. The Committee discussed the 2018 and 2017 Program Review Letters.
 2. These templates can be found below:
 - A. **Attachment:** "[Program Review Letter Notes -- Chaplain 2018](#)" (Amy & Brad G)
 - B. **Attachment:** "[Program Review Letter Notes -- Student Act. 2018](#)" (Mike & Brad G)
 - C. **Attachment:** "[Program Review Letter Notes -- Advertising 2017](#)" (Mike & Charla)
 - D. **Attachment:** "[Program Review Letter Notes -- IMC 2017](#)" (Charla & Mary Ann)
 - E. **Attachment:** "[Program Review Letter Notes -- Journalism 2017](#)" (Katie & Brad G)

F. **Attachment:** "[Program Review Letter Notes -- PR 2017](#)" (Mary Ann & Brad D)

G. **Attachment:** "[Program Review Letter Notes -- Sports Admin 2017](#)" (Mike & Amy)

3. As an opening thought, Charla and Lisa discussed the program review process. Charla noted that the Committee is working on putting together a larger team at the university level that can help the school comply and can help achieve the mission of the University. Charla also mentioned that in the last two years there was a significant increase in the quality of the program review reports.

4. Career Services

Lisa commented that the Career Services Program Review was not completed. Amy Tuttle Guerrero and Mike Shires will review Career Services

5. Education

Lisa discussed education. GSEP: there have been a lot of structural changes on the education side. The program review two years ago does not reflect what GSEP looks like today. Two years ago, they were missing a component: assessment. One proposal: instead of redoing the old program review, the school should write an overview of what the changes are and what the plan is for assessment. The school should submit the annual assessment to this Committee for the next few years. Lee asked how is this correspond with the next external evaluation. Lisa responded that WSCUC is coming to the university in 2020, but the reports are due earlier. If they did four years of program review and they got the majority of their outcomes, then they will be ready for their next comprehensive program review in 2022. The process for California Commission on Teacher Credentialing has changed. Seaver and GSEP will do their teacher education program this year. It will be a joint program review. Seta commented that the site visit will be in fall 2020 or spring 2021.

6. Program Review Schedule for Next Year

- a. Social Sciences: they are currently working on their program review, they will be ready by the spring.
- b. Teacher Education: moved to be due on 2020 spring.
- c. Office of Student Accessibility: they were due last year but they asked for extension.
- d. Registrar and Advising office: up for review this year.
- e. School of Public Policy: Mike noted that the curriculum was changed this year. Mike and Lisa will meet to discuss the program review.
- f. Student Affairs:
Student Employment

Counseling Center
Prevention Program
Residential life

- g. Library: did an examination on information and literacy.

IV. Quantitative Reasoning and Writing

- A. Charla commented that this year the school is doing quantitative reasoning. A group of schools, that did the NSF grant, developed a tool: QLRA (quantitative reasoning literacy assessment). The results have been published. They are letting our school use the instrument. The first assessment will be this week using scantron. Lisa will share on the Google Drive the tool, the publications and the results on quantitative reasoning. The test has 15 questions to be completed in 45 minutes using scantron.
- B. All of the core competencies are done except for Writing. WASC will be here in a couple of years. Lisa commented that it will take two years to do that assessment, because Writing is really comprehensive. Mike added that his department is launching the Writing Initiative this semester. They did the writing assessment last week.

V. WSCUC Essay Workshop: Windows and Mirrors

- A. Lisa explained that WSCUC asked the school to do an abbreviated version of the review. The review has to be completed in six months. The school will be reviewed in the fall of 2021. The report has to be written in 2020. The plan for the Steering Committee: the schools should confirm this semester their collected data, frame the essays so writing can begin next semester. Draw conclusions for the strengths and weaknesses, follow the framework, write down what evidence was used to support each claim for the strengths and weaknesses. Charla will review the evidence with Lisa.

VI. Discussion on Assessment

- A. Amy commented on how can we improve the culture of assessment at Pepperdine. She met with the Psychology program directors and discussed assessment. Amy noted that the deans' involvement is very important. Lisa commented that in order to get ready for WSCUC, she will ask every program to resubmit their 5-year assessment plans. Charla mentioned that she learned most about assessment in K-12. She asked how we can incorporate some of what we learned from K-12 as an educational tool.
- B. Lisa noted that on the essays it is important to mention what are the strengths and weaknesses and what evidence is available to support these claims. This should be on the agenda for the next meeting.

VII. Wholistic Program Review Feedback

- A. Mike raised his concern that the first part of the agenda has been the same for the last six meetings. Mike wanted to make sure that the reviews are not late.
- B. Lee suggested that the ASLC group should meet with the Deans' Council. The deans need to see who is representing them on this important work. The deans meet on Wednesday mornings. The next meeting will be on October 17. It is an in-person meeting at the Seaver Board Room. Lee noted that the Deans' Council would give the ASLC members 30-40 minutes time slot. Lee will confirm the date for the Deans' Council meeting on October 17, 2018 at 11 am.

VIII. Set 2018/2019 Dates

Date	Time	Location	Type
October 8, 2018	2 pm – 4 pm	Page Conference Room	Video Conference
November 12, 2018	12 pm – 2 pm	Page Conference Room	Face-to-Face
December 10, 2018	2 pm – 4 pm	Page Conference Room	Video Conference
January 7, 2019	12 pm – 2 pm	Page Conference Room	Face-to-Face
February 11, 2019	2 pm – 4 pm	Page Conference Room	Video Conference
March 11, 2019	12 pm – 2 pm	Thronton Conference Room	Face-to-Face
April 8, 2019	2 pm – 4 pm	Page Conference Room	Video Conference
May 2019	Retreat	Off-site	Face-to-Face

IX. Adjournment

- A. The ASLC was adjourned at 2:00 p.m. The next meeting is scheduled for October 8, 2018 from 2 p.m. to 4 p.m. via Adobe Connect and in the Page Conference Room (TAC 316).