

MINUTES

WSCUC Steering Committee

Date: June 21, 2017 | Time 10:00am – 11:30am

Attendance

Karin Elliott Brown, Jennifer Miller, Holly Menzies, Andrew Chavez, Bill London, Michael Willard, Jessica Dennis, Andre Ellis, Laura Whitcomb, Michele Dunbar

Not in attendance: Benjamin Lee, Parviz Partow, Amy Bippus

Call to Order.

The meeting was called to order at 10:03 a.m.

Announcements

- Karin announced that the dates for the Offsite Review and Accreditation Visit have been established. The Institutional Report will be due to the evaluation team on June 28, 2018. The Offsite Review will occur on September 6, 2018 and any documents requested from the evaluation team will be due on January 4, 2019. The Accreditation Visit will occur from February 27, 2019 – March 1, 2019. Karin asked that the Steering Committee members plan to be available on campus on these days.
- Karin provided a brief update on her meeting with Robert Lopez and Jocelyn Stewart from Public Affairs. Public Affairs will: 1) provide feedback on Essay 1; 2) format the first draft for circulation in Fall 2017; 3) assist with implementing the communication plan for WSCUC town halls and accreditation visit (via campus newsletter); 4) format the final draft of the institutional report for print and web distribution, including edits to the layout, branding, and charts and figures. They will need 25 working days to complete #4.

Approval of Agenda and Minutes

Andre motioned to approve the agenda. Michael seconded the motion and the agenda was approved. Michael motioned to approve the minutes from May 19. Laura seconded the motion and minutes were approved.

Review of Essay 2

Karin began summarizing the draft of Essay 2 and discussed the data included in the Review under WSCUC Standards and Compliance with Federal Requirements Worksheet. The Steering Committee gave feedback on the draft of Essay 2.

Institutional Strengths:

- 1) The Steering Committee agreed that Cal State LA's strategic plan was an institutional strength.
- 2) The Steering Committee suggested splitting up the second strength into two separate strengths. There should be a differentiation between Cal State LA's long-standing demonstrated commitment to diversity and Cal State LA's increased efforts to promote civic and ethical responsibility and include

information on civic engagement in GE, the branding effort, and community partnerships and external funding.

- 3) The Steering Committee suggested adding an update on other student support services and resources (specifically OSD) and Jen Miller volunteered to provide some content about these services to the Essay 2 team.
- 4) The Steering Committee acknowledged that Cal State LA's increased efforts to promote a culture of assessment is a strength but there is room for improvement. The Committee suggested that instead of categorizing assessment as a strength or weakness, it might be best framed as a developmental process. This way, the narrative can reflect how assessment is a strength (e.g., assessment structures; resource allocation for assessment; improvements since last WSCUC Review) but other areas need improvement (i.e., culture of collecting and disseminating assessment data).
- 5) The Steering Committee agreed that one of Cal State LA's strengths is the opportunity for faculty development, however, less opportunities are available for staff. Some opportunities mentioned by the Committee for staff development are the university-wide staff meetings, the institutional subscription to Lynda.com, and the advising academy (Michelle Hawley).
- 6) The Steering Committee also suggested including some examples of new facilities and changes to infrastructure and access as a strength (e.g., DTLA campus, PAGE programs, and university advancement).

Institutional Challenges and Opportunities for Improvement:

- 1) One challenge is our 4-year graduation rate, which is at about 9%. Many of our efforts have aimed to address this, including the EOP Early Start program, the revisions to the GVAR policies, and the CO's implementation of new model to replace remediation in math and English.
- 2) Cal State LA is working to improve and enhance student support service areas, including Financial Aid and Enrollment Services. Though recent improvements have occurred, including changes to infrastructure and organizational structure, these service areas are still experiencing adjustment problems due to an increase in enrollment.
- 3) Cal State LA needs to improve its infrastructure for and use of technology throughout the campus. ITS is currently revising its strategic plan to address this issue.
- 4) The use of assessment data for decision making at the department, college, and institutional levels needs improvement
- 5) Cal State LA needs to actively recruit and increase the number of diverse full-time tenure-track faculty across the six colleges. The Steering Committee suggested looking at data on student/faculty ratios and part-time/full-time ratios and their changes since semester conversion.

5-10 Minute Reports from Team Leads (if any)

The Steering Committee discussed and revised the summer schedule. The Steering Committee will review:

- Essays 4 and 6 on July 5.
- Essay 5 on July 12.
- Essays 3 and 7 on July 19.

Review of Table Contents

Andrew asked team leads to review the Table of Contents and revise it as necessary. All changes to the Table of Contents can be directly emailed to Andrew.

Review of Exhibits

Andrew summarized the spreadsheet with all current exhibits in Smartsheet. He will be updating the spreadsheet as more exhibits are collected. The spreadsheet is a tool to help Steering Committee members see which documents we currently have, which topics are addressed, and in which essays the exhibits would fit.

Summer Meeting Schedule: 7/5, 7/12, 7/19, 8/2

N/A

Adjournment

The meeting was adjourned at 11:33 a.m.