

MINUTES

WSCUC Steering Committee

Date: March 24, 2017 | Time 10:00am – 11:30am

Attendance

Karin Elliott Brown, Jennifer Miller, William London, Holly Menzies, Michele Dunbar, Benjamin Lee, Andrew Chavez, Parviz Partow, Andre Ellis, Laura Whitcomb, Jessica Dennis, Michael Willard

Not in attendance: Amy Bippus

Call to Order.

The meeting was called to order at 10:04 a.m.

Announcements

- Steering Committee members were invited to attend the LA-Based Learning Symposium organized by Beth Hoffman on April 14th at the DTLA Campus.
- April 18 is the Graduate Student and Faculty Mentor Recognition Reception. Members were encouraged to submit the names of students who have published articles, presented at conferences, or received awards or special recognition.
- Steering Committee members were reminded of the Annual Assessment Faire scheduled for April 12.

Approval of Agenda and Minutes

Michael Willard motioned to approve the agenda. Ben Lee seconded the motion and the Steering Committee approved the agenda.

Michael Willard motioned to approve the minutes from March 10. Bill London seconded the motion and the Steering Committee approved the minutes from March 10.

5-10 Minute Reports from Writing Teams

- Essay Team 1 reported that they located a document which details the history of WSCUC accreditation. During Spring Break, the team will work on a draft of the section related to changes Cal State LA has made since the last WSCUC report. They are waiting on a report from Michelle Hawley that contains a description of how the Student Success Fee has been used and will share this document with Essay Team 7. The team also has compiled a list of buildings that have been added since the last WSCUC visit and upcoming plans to add buildings. The team was encouraged to follow up with Warren Jacob and Brad Haydel regarding The Campus is a Living Lab project.
- Essay Team 2 reported that they are working on compiling data from all the worksheets. Bill London will send results to teams sometime over spring break.
- Essay Team 3 discussed their MQID questionnaire. The team mentioned that they were trying to get some more feedback from externally accredited programs about MQID. It was decided that the CACs

would facilitate departmental discussions on MQID, rather than providing individual responses to the MQID survey.

- Essay Team 4 reported that they were working on a draft of their essay. Each member is working on a specific section that will be edited and compiled at a later time.
- Essay Team 5 reported that they are collecting data and reports from different departments and programs. The team made note of topics that other essay teams are covering and will write a few sentences on how each of those topics relate to student success.
- Essay 6 reported that they are aiming to have the first draft of their essay completed by the next Steering Committee for feedback.
- Essay Team 7 reported that each team member is working on a draft of their section and will have something turned in to Laura by Monday of Spring Break.

Questions and/or concerns for the Steering Committee

The Steering Committee asked for clarification on duties for the summer. Karin Brown will complete a draft of timeline with deliverables for the summer. The Committee suggested using the Zoom platform for some of the summer meetings.

Survey Review

The Steering Committee suggested re-ordering the contents of the survey so that demographics would be presented first followed by questions on diversity, student support and student success, teaching and learning, faculty and staff, the institutional purpose and mission, and the remaining topics.

Upcoming meeting dates for spring semester: 4/7, 4/21, 5/5, 5/19

For the remaining meetings, the Steering Committee will focus on giving feedback to drafts of each essay. The Committee will review essays 4 and 6 during the April 7 Steering Committee meeting and will determine which essays will be reviewed at the May 5 meeting.

The April 21 meeting is cancelled because several members will be attending the WSCUC ARC conference.

The last meeting of the spring semester on May 19 will focus on finalizing reports from teams.

Call to Order.

The meeting was adjourned at 11:11am.