

# MINUTES

## WSCUC Steering Committee

*Date: April 7, 2017 | Time 10:00am – 11:30am*

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### Attendance

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Karin Elliott Brown, Jennifer Miller, Holly Menzies, Benjamin Lee, Andrew Chavez, Parviz Partow, Andre Ellis, Laura Whitcomb, Jessica Dennis, Bill London

Not in attendance: Amy Bippus, Michele Dunbar, Michael Willard

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### Call to Order.

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The meeting was called to order at 10:05 a.m.

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### Announcements

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- The Steering Committee was reminded of the Assessment Faire, scheduled for April 12.
- The Steering Committee was reminded of the Graduate Student and Faculty Mentor Recognition Reception, scheduled for April 18.
- The Steering Committee was invited to attend the First to Finish Symposium after the Steering Committee meeting. It is a forum on first-generation college student success.

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### Approval of Agenda and Minutes

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Parviz Partow-Navid motioned to approve the agenda. Ben Lee seconded the motion and the agenda was approved.

Laura Whitcomb motioned to approve the minutes from March 24. Holly Menzies seconded the motion and minutes were approved.

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### 5-10 Minute Reports from Writing Teams

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- Essay Team 1 reported that they were gather data about the Campus As a Living Lab project. They will also be including in Essay 1 some information on future construction plans at Cal State LA and the Lancaster Prison Program. Cal State LA is the only institution to provide a 4-year degree to inmates.
- Essay Team 2 will be presenting the WASC Self-Assessment Survey to ASI, University Staff-wide meeting, Academic Senate, and to the Directors of Student Life programs. Bill London is working on synthesizing qualitative data from the worksheets.
- Essay Team 3 has been facilitating meetings with the colleges to collect the MQID survey. They are also collecting mission statements from departments and looking for themes across disciplines.
- Essay Team 5 reported that Michelle Hawley sent out a brief survey to Directors on behalf of Rebecca Joseph to collect data on things that have been done by departments/divisions to address student recruitment, student retention, and student graduation rates.
- Laura Whitcomb reported that members of Essay Team 7 have gathered and drafted documents to form a rough draft. She reported that one lens of the essay will address the major trends highlighted in

the Chronicle of Higher Education, including sanctuary cities and controversial speakers on campus. The Steering Committee shared that the website for the VP for Diversity and Engagement and the Post-Election Website had information on how Cal State La is addressing some of these trends. Essay Team 7 also could include University Police and their programs and partnerships with other campus resources (e.g., CARE Team, Know Your Rights Workshops) to address how Cal State LA is supporting undocumented students.

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## Review of Essay 6

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The Steering Committee provided feedback on Essay 6.

- Essay should only include content that addresses changes/issues since the last WSCUC visit.
- The focus should not be on what was done, but rather the *impact* of what was done.
- The essay team could consider adding brief information on accreditation membership fees resources at the college level. This information could be obtained from college deans.
- The essay team can use examples presented by Assessment Ambassadors and focus on the process of continuous improvement.
- Laura offered to send some data about assessment from the accounting department.
- The essay team could also include examples from ABET, including changes to process of curriculum development and assessment.
- The essay team asked for clarification on
- The team was reminded that the list of externally accredited programs is good evidence for tracking and continuously improving process. Program Review Subcommittee faculty get release time and are provided with workshops on how to create assessment plans and how to pull data from IR Dashboards.
- CACs should be included in Essay 6 and their syllabus or contract can be exhibits.
- The Organizational Chart should include:
  - The Assessment Team under Director of Assessment
  - CETL + CETL Staff
  - Student Affairs Assessment Team

The essay team asked, “How many illustrative examples are needed?” The Steering Committee suggested that as many examples as possible should be collected. Examples to be included in the final draft of the essay will be determined at a later time.

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## Review of Essay 4

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The Steering Committee provided feedback on Essay 4.

- Essay Team 4 should include PLOs between ILOS and SLOs (course-level).
- The essay team should remove the section grant
- When discussing quantitative reasoning, the team should include stretch math courses and the removal of remedial courses.
- The team can include some data on the syllabus audit and the improvement of civic learning. Michele and Wayne have the report.
- Institutional Graduate Level Outcomes are being developed and the process should be included in the essay.

- The team may want to consider adding a flowchart that shows how ILOs are disseminated to programs and faculty.

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### Review of Summer Timeline

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The Steering Committee was presented a draft of a timeline for the summer Steering Committee meetings. The timeline will be reviewed again before the end of the spring semester.

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### Upcoming Meetings: 5/5, 5/19

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The Steering Committee was reminded that the April 21 meeting was cancelled. At the May 5 meeting, the Steering Committee will give feedback on Essays 1, 5, and 7. Each team should send the draft a few days in advance to give members time to review the essay drafts. At the May 19<sup>th</sup> meeting, feedback will be given on Essays 2 and 3.

Karin Brown will clarify the responsibilities and deliverables for the summer and fall terms. The Steering Committee will also be discussing a communication campaign for the university to engage the campus community in the WSCUC process. This will include posters, social media outreach, newsletters, etc.

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### Call to Order.

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The meeting was adjourned at 11:20 a.m.