

MINUTES

WSCUC Steering Committee

Date: August 23, 2017 | Time 10:00am – 11:30am

Attendance

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

Not in attendance: N/A

Call to Order

The meeting was called to order at 10:01 a.m.

Announcements

- Steering Committee members can pass out Save the Dates at their college meetings.

Approval of Agenda and Minutes

- Parviz motioned to approve the agenda. Ben seconded the motion and the agenda was approved. Laura provided edits to the July 19 minutes and motioned to approve. Michael seconded the motion and minutes were approved.

Areas of Content Overlap in Institutional Report

- To examine areas of overlap in the report, the Steering Committee suggested running a search throughout the entire document for specific keywords and reviewing all content related to those specific key words.
- Topics with significant overlap in the report include:
 - **CETL:** Most of the information should be presented in the discussion of quality of degrees (Essay 3) and it can be referenced in the section on quality assurance (Essay 6).
 - **Strategic Plan:** The process should be described in the introduction to the institution (Essay 1) but should not have specific examples. The strategic plan can be referenced in the discussion of missions, values, ILOs, and PLOs (Essay 3) and in the discussion of resource allocation (Essay 7).
 - **Graduate Studies:** The section on student success (Essay 5) should describe resources for RSCA that are available to graduate students, including the Graduate Resource Center, while the development and assessment of graduate programs and learning outcomes should be included in the section on assessment of student learning (Essay 4).
 - **Career Center:** The section on student success (Essay 5) should have the description of the career center. The sections that describe MQID (Essay 3) and assessment of co-curricular programs (Essay 6) should shorten their descriptions of the career center.
 - **Mind Matters:** The description of student well-being initiatives should remain in the section on student success (Essay 5).

- **Writing across the Curriculum:** Because it is an institutional component of Cal State LA degrees, WAC should be described in the section on MQID (Essay 3) and can be reduced in the section on student success (Essay 5).
- **Center for Engagement, Service, and the Public Good:** The introduction to the institution (Essay 1) will include the larger overview of this topic and other essays can refer to it.
- **Semester Conversion:** A description of the process of semester conversion can be included in the introduction to the institution (Essay 1) and the details about Conversion + could be described in the section on MQID (Essay 3). The alignment of curriculum and the suspension of program review can also be referenced in the section on quality assurance (Essay 6).

Sections/Content that Could Be Removed from the Narrative and Included as Exhibits

- Sections of the report that should remain in the report:
 - Essay 3: All evidence from students, student life, faculty, should stay in the essay
 - Essay 4: All topics should stay in the section but most of the information can be reduced and linked to existing reports already attached as appendices.
 - Essay 5: Charts and descriptions of co-curricular programs can all be included as links to existing webpages or reports. The descriptions of co-curricular programs can be one to two sentences each.
 - Essay 6: The historical perspective section of program review can be removed and a description of the program review process may be included as an appendix.
 - Essay 7: The section could be cut as long as it maintains the structure of the strategic plan.

Questions or Concerns for the Steering Committee

- By Monday, August 28, Steering Committee members should:
 - Provide feedback on the entire institutional report using Track Changes
 - Provide an introductory paragraph for their section of the institutional report
 - A list of sections in each chapter that can be included as exhibits
- Due to a scheduling conflict, the original town hall scheduled on October 16 was rescheduled to October 30.
- General feedback:
 - Specific names should be omitted from the report and should be referred to as positions.
 - The Steering Committee should also consider what is missing from the report (e.g. CFRs).
- The next Steering Committee meeting is scheduled for September 20, from 9:30 a.m. – 11:00 a.m.

Adjournment

The meeting was adjourned at 11:23 a.m.