

MINUTES

WASC Steering Committee

Date: February 3, 2017 | Time 10:00am – 11:30am

Attendance

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

Not in attendance: Amy Bippus

Call to Order

The meeting was called to order at 10:02am.

Plan to collect Review under WSCUC Standards Worksheet for each writing team

Steering Committee members will complete the Review under WSCUC Standards Worksheet. Every member of the writing teams will complete the worksheet and submit it to Andrew electronically. Other outreach efforts will include staff members, administration, students, and faculty. The review worksheet is a tool for feedback and could be used by the writing teams to help organize and structure their essays. Though the cross-referenced CFRs were included in the individual worksheets emailed to the teams, members will only be responsible for responding to the CFRs directly referenced in the Handbook.

5-10 minute reports from writing teams

Each team gave a brief report on the progress they have made since their first meeting.

Essay 7 – The team reported that they were reviewing the Institutional Reports of other campuses to see which financial data was reported and how other essays were structured. The team also reported that they were not sure on which audited reports of financial data were to be used to structure the essay. They were advised to use the most recent data available (AY 2014-2015). The team also requested a more concrete deadline for the essay to be submitted. The Steering Committee will come up with a specific date for first draft due before it is distributed to campus. It was noted that there may be additional editing required after the report is submitted to cover any major changes in Cal State LA's financial sustainability, specifically in reference to potential changes from the federal government.

Essay 6 – The team reported that they were working on gathering exhibits that pertained to the essay. Team members were also working on completing the Review under WSCUC Standards Worksheet and would be using the responses to inform the structure of the essay.

Essay 5 – The team reported that they had begun to review the particular CFRs for their essays. Each team member was working on reviewing a prompt and brainstorming relevant data and evidence that addressed the prompt. The team was informed of two reports that related to Essay 5, one from a consulting group about the Grad 2025 initiative and the other, a report about enrollment and admissions from Tom Enders. The team requested that these reports be shared with them.

Essay 4 – The team announced that they were already working on a detailed outline to structure their essay. During the first team meeting, the team discussed the CFRs and identified broad topics to be covered in the narrative, such

as the major changes to processes (i.e. assessment and program review) and how these practices have been reinstated since the conversion to semesters.

Essay 3 – Essay team 3 informed the Steering Committee that they were working on several tasks related to their essay, including reviewing the CFRs to structure the essay. The team reported that they anticipated significant overlap between Essays 3, 4, and 6, especially in regards to assessment, program review, and the recent major changes to the university, such as semester conversion and the new strategic plan. The team also mentioned potential overlap regarding social mobility, diversity, and service learning. To avoid redundancy, teams were reminded that although some data and evidence may be used in more than one essay, the data and evidence may be used or framed differently by each team to address the different essay topics. Members of the Steering Committee gave feedback to Team 3 on some of the programs that may address Meaning, Quality, and Integrity of degrees at Cal State LA, such as the upcoming food pantry, ASI, counseling, and outreach efforts. The Steering Committee noted that through these various programs, not only is our institution working to meet the academic and social needs of our students, but we are also working towards meeting some of the basic needs of our students. It was reported by the Committee that some departments received extra funding and allocation of resources to departments for conversion+ and that these departments may have evidence that relates to the restructuring of their curriculum.

Essay 2 – The Essay 2 team reported that they were working on collecting data for the Review under WSCUC Standards and Federal Requirements Worksheet. The team was working with Institutional Research to create survey that would simplify the worksheet for more efficient data collection from campus constituencies. The team asked to meet with Jen Miller regarding the development of the web page for student conduct and grievances.

Essay 1 – The Essay 1 team reported that Essay 1 would focus on some of Cal State LA’s recent major substantive changes, such as the new hires (i.e., Octavio Villalpando, Michael Caldwell, Tom Enders), semester conversion, the downtown LA campus, etc. This essay would will also be addressing changes and improvements that have been addressed since the last WASC visit. The team reported that they have been gathering evidence from the Strategic Plan to help outline the essay.

Action Items

The Steering Committee meeting on February 10 was cancelled and the next meeting was scheduled for February 17 from 10:00am -11:30am. Writing teams should bring outlines for the scope of their essays (bulleted lists). This will help to identify areas of significant overlap between essays, anything that may be missing from the overall narrative, and any themes that emerge across all essays. Before the next Steering Committee, members of the Steering Committee and the writing teams should send their Review under WSCUC Standards worksheet to Andrew. Andrew will give all Committee members access to each other’s individual Smartsheet for each essay.

Adjournment

Karin Elliott Brown motioned to approve the previous minutes, Bill London 2nd

The Committee approved the minutes. The meeting was adjourned at 11:24am.