

## CLASS Meeting Agenda Notes

Thursday September 26, 2019

12:00-1:30pm; CE-242

- I. Discussion Items
  - II. CLASS Committee was meeting during the summer with the Academic Coordinators for the feedback rubric with the Assessment Plan
- Review CLASS Charge 2016
    1. Co-Curricular Program Review Progress – Any parallels?
      - a. Try to support each other
    2. Program Review
      - a. Who gets to say yay/nay?
      - b. Invite the EPRC Chair?
      - c. WSCUC: Not about compliance, but continuous improvement and what makes sense for our campus
      - d. The Programs should use the documents of Evidence of Transformation
      - e. Would like to see a representative from CNS and/or CAL, has to be faculty to join the committee
      - f. Evidence of Transformation and use it in the process
      - g. Revise the Program Review Policy to stream line in and link it with Continuous Improvement and Assessment
      - h. Program Review Policy
        - i. Any changes will go through the Academic Senate: Educational and Resource Committee.
          1. It will be coordinated and Nominated by the Senate, which is made of College Representatives
          2. 6 Months Behind, a little less in Program Review
          3. Challenge: 4-5 Programs suppose to start their review this year and next year is 13-14 programs.
          4. Ask this committee to write up Assessment and Program Review Rubrics to help out and be clear and concise
    3. Expand the Committee to Student Affair Departments in order to be more inclusive.
      - a. To expand the approach of assessing co-curricular
      - b. Expand the definition of what a curricular program is.
    4. Focus on continuous improvement.
    5. Charge Guidelines
      - a. Instead of focusing on assessment, we should focus more on continuous improvement
      - b. Work on the acronym of CLASS

- c. Coordinators should be communicating since there are many regulations, whether it is IT, Campus Labs
  - d. #1, 5, & 6 all start with "Providing Guidance", should combine it.
  - e. #3 Update it in terms of what we do.
  - f. #4: A priority to consider, transparency and continuous
  - g. #5 With Co-Curriculum, it will be a problem
  - h. #5 Curriculum: New outcomes
    - i. Any process with co-curricular plans?
    - ii. Inform the programs objectives.
    - iii. Also, different departments: Library, Graduate Studies, Academic Affairs, amongst others.
    - iv. New course syllabus that may be seen
  - i. #6 & #1 are similar
    - i. One provides the procedure, guideline, 6, while the other provides support, 1.
    - ii. The language was set this way in order to be specific
    - iii. Maybe bullet points, subpoints below it.
    - iv. Maybe simplify it
    - v. Support for general, student, institutional and learning outcomes
    - vi. Courses Learning Outcomes are connected with what the classes offer.
    - vii. What Faculty and Staff need, the support that they need in order to support their courses and outcomes
    - viii. Different departments do it differently.
    - ix. Non-academic and academic may have outcomes that connect with courses, services for students.
  - j. #9: CAL or CNS Faculty to get involved
  - k. #10: Vote to take it off.
    - i. Academic Programs has expanded on the Academic side
  - l. #11: Pretty accurate and inclusive. ILLOs are the tools of total experience people should be asking about the campus.
    - i. Shared knowledge
- Update on the current state of assessment and continuous improvement at

CSUSB

1. Changing the culture on campus
2. Greatly forward
3. Student Affairs: Each had their outcomes, Assessment Plans
4. Institute:
  - a. Movement in data
  - b. ITS
  - c. Admin and Finance
  - d. President's Office.

- e. Make the language more inclusive, outcomes of student success.
    - f. Process of consulting, building structure. Make it scalable and effective
  - 5. CSU Library: Connecting of all campuses, Student Outcomes, Survey of Evidence
  - 6. Provost: Assessment Cycle
    - a. With Division Academic Affairs: Data Dump: Over the past 3-4 years.
      - i. Surveys
      - ii. Rates
      - iii. Participation of Tutoring
      - iv. Graduating data: rates
      - v. Implement for future years
      - vi. Outcomes
      - vii. Alignment
      - viii. Sense of belonging surveys
      - ix. Continuous improvement
      - x. Supplemental instruction
      - xi. Units can focus on what they need to do, indicators and what they do
      - xii. Promote planning, lining up with outcomes
    - b. Cycle of Continuous Improvement
      - i. Planning
    - c. Colleges have strategic plans, but will be moving towards goals and objectives
      - i. There are Program learning outcomes for all the departments and programs
        - 1. No Semester Learning Outcomes so far
      - ii. Jack Brown is an example
- Role of CLASS in leadership of a culture that (1) puts learners at the forefront of efforts and (2) focuses on evidence informed improvement efforts aligned to institutional priorities
  - 1. Later On
  - 2. Articulating how we do assessment and improvement as a campus community is important
  - 3. IEEI
  - 4. Program Learning Outcomes linked with Institutional Learning Outcomes and GE Learning Outcomes
  - 5. Using one of our templates to be shared with other campuses because it listed out all the Institutional Learning Outcomes
    - a. Even programs submitted the Semester Learning Outcomes
  - 6. On campus: Literacy, give back feedback on semester plan
- Role of CLASS in WSCUC reaffirmation of accreditation

1. October 15: Proposal Due
    - a. Disneyland Hotel April 2020
    - b. Solution Oriented and supportive of Assessment
    - c. By the end of December of next Fall will have the 2<sup>nd</sup> Town Hall for:
      - i. Submitting and editing the final report of the Institutional Report
      - ii. March of 2021 will start the 2<sup>nd</sup> semester and the Onsite Review will happen in order to prepare for the Fall Review of 2021
  2. November 8: Academic Programs Website for WSCUC
    - a. Reaccredited on 2014 for 7 years
      - i. Peer Reviewed
      - ii. Financial Aid for Students
      - iii. Interim Report
      - iv. Mid-Cycle Report
- Review Assessment Coordinator charge
    - Is the charge relevant for coordination of assessment and continuous improvement efforts across divisions?
      1. Broaden the language
      2. Be inclusive for any coordination of any program
      3. Academic Program Activities & Student Affairs Activities
        - a. Separate Documents
      4. Descriptions for different units
        - a. Can be discussed via e-mail
    - What does it mean or look like to be an assessment coordinator?
      1. #5 More for College
    - What are your plans in this role for the coming year?
      1. Different divisions provide the documents
      2. Can't lose the identity
  - Identify professional development needs and resources available for the coming year

## II. Action Items

- Brainstorm possible CLASS activities for 2019/20
  1. Diversity
  2. Inclusiveness
  3. Initiating Workshops (Academic & Non-Academic)
    - a. Use CLASS to do these workshops
  4. Needs Assessment of different kinds
  5. Connecting with other faculty for data collecting
  6. Assessment Plans: How to support it
    - a. Will be a focus on assessment plans of different levels on technology and how to support it
      - i. Campus Labs
      - ii. Blackboard

### iii. Portfolio

#### III. Announcements

- October 17 Assessment Learning Community Topic: hands on demonstration of tools for program assessment in Campus Labs – PLEASE bring a laptop or tablet for hands on demonstrations

1. Agenda is going to be what is being learned at the workshop
2. Will use ZOOM and will record the session.
  - a. Upload it to the CLASS Website
3. Technology tools used to support Program Level Assessment

- Member announcements

2. Position for Student Affairs: Fred McCallan and other potential candidates
3. Thomas:
  - a. Organizing the committee
  - b. Share how they do assessment
  - c. Communicating with everyone

#### **2018/19 CLASS Meeting Schedule CE-242 12:00-1:30pm (note exceptions)**

*All meetings will be available on Zoom, meeting ID 9095375628*

#### Fall 2019

1. Thursday September 26, 2019
2. Thursday October 17, 2019 – Assessment Learning Community (12:00-2:00pm)
3. Thursday November 14, 2019

#### Winter 2020

1. Thursday January 16, 2020
2. Thursday February 13, 2020 – Assessment Learning Community (12:00-2:00pm)
3. Thursday March 12, 2020

#### Spring 2020

1. Thursday April 16, 2020 – Assessment Learning Community (12:00-2:00pm)
2. Thursday May 14, 2020