

Curriculum Assessment Committee
Meeting 2/25/2019

Present: Kevin Sinarle, Lakshmikanta Sengupta, Robbie Baden, Stephanie Roach, Rachel Cunningham, Andrew Young (student representative), Madeline Murphy, Michelle Brown

- Stephanie moves to approve the agenda, Rachel seconds.
- Rachel will finish the semester as note-taker. New policy: we will rotate note-takers each semester.
- Madeline will be away Spring 2020 – replacement starting Fall 2019?
 - Not the PRIE world
 - Much more about student learning, communities of practice, etc
 - 3 units release tie during Fall 19, unsure for future semesters
- Meeting length
 - Keep the hour, but if need more time, can find another hour/more time
 - Use of planning calendar
 - Checking with Andrew re: student schedule, should be okay
- Program Review Activity
 - Robbie: interesting to read one PR, then think about another
 - Ex: need for jobs & need for people → should communicate!
 - Stephanie: where to put on rubric?
 - Madeline reformatted rubric to help in working with group (two columns)
 - Stephanie: very specific info
 - Kevin: challenge of using lens of “what is the purpose of this?”
 - Faculty need help understanding what equity gap is, how to get data
 - Stephanie: saw blanket statements, w/o info about effectiveness
 - First time for this department
 - LK & Kevin: what about programs with no FT faculty? Adjuncts not part of equity conversations
 - Madeline: equity means different consequences for different programs
 - Opportunity for enrollment collaborations → Learning Communities
 - Make sure all departments have access to numbers re: enrollment, demographics
 - Rachel: explicit info about community outreach in some programs
 - Stephanie: need more of that, plus marketing
- Website Review
 - Sections: Overview, Assessment Institutional Overview, FAQs, ILOs, Program Review, Toolkit, Resources, CAC, Calendar, Contact
 - Links to examples (“Viticulture/Enology”) → Program Review
 - Section more concise now!
 - Toolkit now holds longer text, tables
 - Parts 1 & 2
 - 2: How to assess LOs

- PRIE now has research request process
 - Madeline will ask Marketing re: their ability to help with data
 - Section for Instructional vs Student Services
 - Calendar currently empty (Paper draft circulated at meeting)
 - Versions for CAC, simple version for Faculty & Staff
 - Even years: workshop for PR in Aug & Oct
 - Jan follow-up (odd year)
 - Key Dates:
 - Aug & Jan: ILO workshops
 - Spring PR planning → assessment & planning
 - Madeline will revise, send her comments
 - Keep to assessment, or include institutional committees?
 - Annual Plan, check due date
 - Disciplines submit their assessment plans
 - Madeline presenting at several division meetings next month
 - Assessment plans must be done
 - Sharepoint site available to all with CSM login
 - CSM College Assessment Plans
 - Every discipline has a subfolder
 - Due in October (some have, some haven't done it)
 - Not live yet
 - Approve Calendar in March (CAC approval) → GOAL
- Website: collapsible sections are ideal
- Planning ILO Activity
 - Online/email planning
 - March follow-up to August's Flex rubric
 - No one used in grading
 - Invite faculty to bring student work, collaborate with interdisciplinary group, evaluate on outcomes
- HW: ILO Focus group
 - Promise Scholars & Learning Communities
 - Drafting questions for students
 - Activity will occur in April
 - 2 years ago similar activity with Global Learning
 - Ask students how they feel about their skills vs us evaluating their skills