

Institutional and Program Assessment Council (IPAC) Meeting Minutes
September 20, 2023
2:00–4:00 p.m.
LIB-201

Please notify the Co-Chairs if you are unable to attend.
(Erlyana.Erlyana@csulb.edu and Adam.Kahn@csulb.edu)

- **Call to Order:** Meeting called to order by the Adam Kahn at 2:00pm.
- **Council Attendance: Co- Chairs** - Adam Kahn, Erlyana Erlyana **Members:** Sharlene Sayegh Heather Barker, Alexandria Cordon, Karin Griffin, Michael Fender, Jananki Santhiviveeran, Chris Swarat, Houg-Wei Tsai, Sonia Wilmarth, David Sheridan, , Colleen Dunagan, Hossein Sayadi, Nana Suzamura-Smith, Jun Yan, Andrea Achacon, Jodi Cormack
Did not attend/excused: Nielan Barnes, Ga-Young (Kelly) Suh, Yu Ding
Did not attend/ not excused: Juan Apitiz
- **Approval of Agenda:** Adam asked for a motion for approval of the agenda. M Sharlene to approve minutes. S Michael. Agenda approved by the council.
- **Council Announcements**
 - Canvas “course” forthcoming: Adam & Sharlene stated that the Canvas page for IPAC is currently being created. Framework for IPAC canvas is being done with careful intent to have the right structure. Some components of the old PARC Beach Board may move over to the new Canvas page but what is no longer needed in this new set-up will be archived.
 - Vice-Chair and Secretary appointment: Adam introduced that two more positions need to be filled to complete this council Vice Chair and Secretary. Heather Barker volunteered to fill the Vice Chair position and the council voted to approve this position appointment. Alexandria Cordon volunteered to fill the secretary position and the council voted to approve this position also.
- **New Council Business**
 - Revisit IPAC policy and procedures (Sharlene Sayegh): this topic was introduced Erlyana, she addressed that it is important that the framework created from IPAC be intentional, sustainable, and meaningful. Sharlene addressed that there is varied experience of assessment work on this council and among our programs and colleges. Jody also added the council’s goal is creating a culture shift in assessment among the colleges and make assessment meaningful and purposeful for faculty and department chairs.
Topics mentioned surrounding assessment and IPAC Charge include:
 - Providing formative information from the annual review process to departments

- Assessment benefits should provide meaning full information that will assist in writing syllabi.
- connect learning outcomes to course work,
- connect courses to program learning outcomes.

Further discussion centered around how technology will assist with IPAC work and making assessment accessible to faculty. Sharlene will be providing the committee a presentation soon on Nuventive

Finally, discussion completed with citing it would be important to connect department chairs with assessment information from college deans and associate deans. All colleges have a strategic plan with program learning outcomes because of Beach 2030. David & Sharlene reviewed terms course learning outcomes, program learning outcomes, institutional learning outcomes and general education learning outcomes.

- **Council Adjournment: 3:00pm**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee* (Co-Chair: Erlyana Erlyana)
 - Reporting “the discovery”
 - Reviewing existing documents (i.e. annual assessment template)
 - Subcommittee adjournment
- *Institutional Assessment Subcommittee* (Co-Chair: Adam Kahn)
 - Faculty/Staff Learning Community for Assessment Meeting 2: Sharlene reviewed rubrics via PowerPoint presentation and discussion. The presentation will be provided on Canvas page for this subcommittee. Sharlene also reminded committee to complete readings within committee modules and engage in discussion board.
 - Subcommittee adjournment 3:45pm