Institutional and Program Assessment Council (IPAC) Meeting Minutes
December 6, 2023
2:00–4:00 p.m.
LIB-201
Co-Chairs
(Erlyana.Erlyana@csulb.edu and Adam.Kahn@csulb.edu)

- **Call to Order: 2:01pm**
- **Approval of Agenda:** Motion to approve agenda by Sharlene Second by Michael. Motion to change agenda to add approval of the minutes from November 15th from Alexandria second by Adam motion approved. Motion to approve agenda approved
- **Approval of the Minutes:** Motion to approve minutes Adam second by Michael. Minutes approved

- **Council Announcements**
  - Spring 2024 IPAC Meeting Dates: 2/7, 2/21, 3/6, 3/20, 4/17, 5/1, 5/15

- **New Council Business**
  - Nuventive demonstration by Tiffanie and Sharlene
  - Sharlene started the presentation by demonstrating a department sample.
  - She reviewed sections below:
    - disciplinary accreditation
    - educational coding
    - program outcomes assessment & PLO mapping
    - departments will be able to see how they are in alignment with the institutional outcomes and general education outcomes
    - Sharlene noted that tracking IOs for the institutional assessments committee will be interesting for us as we look at the different divisions and various initiatives through Beach 2030.
    - Sharlene also showed the PLO planning and results section of the program. She highlighted this for the PASC Committee
  - PLO planning results for division of student affairs is getting built right now and Sharlene is working with Nuventive to build out a form for all the other divisions to complete assessments on program outcomes.
  - Sharlene will be providing a more detailed workshop in the spring.
  - Other features include an assessment glossary and programs that can run reports of assessment.
  - Adam asked for the initial setup will departments be inputting their programs PLO alignment. Sharlene said the program learning outcomes that existed last spring were in there.
  - Tiffanie reviewed the Program review portions of Nuventive: Tiffanie started by showing how to access program review template that mirrors the current academic year 23-24 self-study templates.
  - She showed there were six sections of content
    - contact information
    - program learning outcomes
    - delivery of programs / headcount FTE

- graduation and persistence rates
- future planning
- key resources

- Tiffanie showed how to enter information into the template and that the data sections integrated with Tableau. She also showed how to take screen shots of the data and piece it directly into the rich text .
- Program Review in Nuventive can also be exported to word for reporting and printing purposes.
- Heather asked if assessment coordinators will be invited to the workshop along with program chairs? Sharlene said yes.
- Erlyana asked if we will assist the program coordinator and chairs to do program review? Answer from Sharlene No. but you are there to help with other assessment questions and needs. It is good to know if questions come up.
- Heather mentioned faculty having this ability to do assessment through canvas is good because faculty can be limited in how to show that they're doing good teaching and with assessment tools integrated into Canvas they can display thier results of their teaching.
- Sharlene explained that Canvas will be set up as rubric style once front-end work is done.
- Adam asked about grades being an assessment. Sharlene clarified that sometimes grades can be a form of assessment but not a total assessment. Grades can assess a specific section or data point to the PLO. We are trying to see if Canvas can isolate specific aspects of a rubric to focus on one learning outcome for assessment purposes.
- Janaki asked if PARC reports from past will be uploaded to Nuventive they will likely be a PDF.
- She also asked if a programs separate accreditation report can be uploaded into Nuventive to create report? Sharene said yes you would upload it and add data from study. She further asked can external reviewers have access? No not yet links or PDF will be available.
- Integration with other platforms is the next step to this process.
- Heather asked will centers be given access to Nuventive? Yes, they are beginning to do so.

- **Council Adjournment: 2:40pm**

- **Sub-Committee Meetings**
  - *Program Assessment Subcommittee*
    - Continued discussion on the existing annual assessment reports
      - Some files still missing or not updated (e.g. files from COTA, CNSM, CHHS)
      - CLA files are varies
      - Will continue the discussion in the next meetings
    - Present Self Study template and comparing it with previous template

- David presented the new self-study template (in comparison with the old template)
- Discuss if anything missing (not capture) in the new template
    - No discussion of needs/ resources
    - Narrative on a few criteria (3A & 3C, 4A & 4B) and narrative on DFW rates can add value to the template
- Discuss what is considered as "high impact practices"
    - There was an article/ slide presentation on definition of HIP that could be used as reference: https://www.calstate.edu/csu-system/faculty-staff/Institute-for-teaching-and-learning/Pages/what-makes-hips-high-impact.aspx
- Discuss communication plan & next steps for Spring meetings
    - PASC members as assessment facilitator (listener and convey the message back to the Council)
    - Communicate the role of PASC members to the College (AD), Department Chair/ School Director, and Assessment Coordinators
    - David/ Erly will schedule the meetings. If possible, we will attend their scheduled meetings (e.g. COTA has a scheduled meeting on early February – Colleen will confirm the date)

- *Institutional Assessment Subcommittee*
    - Sharlene review the Review WSCUC report and other material at the WSCUC at the beach website
        - 20 years of reports of WSCUC at the beach
        - Institutional is report available.
        - Sharlene reviewed the Commission Action Letter review summary of letter was:
            - Accepted the report, 10-year reaffirmation.
            - Reviewed Commendations in letter:
            - Recommendations in letter
        - Committee identified recommendations in letter and CFR citation in recommendation then refer to the standards in WSCUC.
        - Continue to encourage broader use of its digital data collection and analysis capacity across its academic and administrative units in order to close opportunity gaps for students. (CFR 2.10, 4.3)
        - What ways are we meeting this:
            - Using Nuventie gathering data, encourages learning of data to large groups on campus.
            - Changing of program review and IPAC formation.
            - The use of data is more prevalent Janaki and Karin talk about use of survey data. Karin also brought up how we are engaging the transfer students, which price almost 45% CSULB student body.
            - Sharlene cited Chancellor office data like major migration data and what campuses can do with this? Sharlene asked

- o Houng-Wei said one thing is when we when we try to use data to report it when we provide assessment they also should incorporate this data into the next goal.
  - o Sharlene recommended to committee to read the site visit and institutional report (our self-study) from WASC.
  - o Data fellows is another area for expanding success and work across campus not just in departments.
  - o Use of Faculty student success dashboard
  - o IASC can make a procedural change that for every department MOU, request and advising reports data is included in reporting. Every request made must have this sort of data.
  - o She further explained that PASC could support programs to increase the amount of data into annual reports and requests.
- Continue efforts to integrate results of assessment into program review processes and be flexible in supporting faculty in finding ways of pursuing inquiry meaningful in the academic context of their programs; focus on processes for assessment that lead to actionable changes to improve student learning, student achievement, and overall educational effectiveness. (CFR 2.4,2.7, 3.3)

- Explore difficult issues around systemic racism and unconscious bias and devise an action plan to support its aspiration to serve as a model for inclusion and equity. (CFR 1.4, 3.2, 4.3)

  - o This is a part of the list we created in the last committee meeting.
  - o Michael asked if there is anything in DEIA in program review? Jody answered right now program review address equity gaps and underrepresented group and creating diversity rubric for IO 4 In spring 2024.
  - o WSCUC incorporated DEI in all the standards. When we do Institutional assessment so we can see where we are on campus when articulating alignment with statements in mission and are their gaps in the assessment.
  - o Group asked Sharlene if a campus wide DEI statement or integrating DEI values in CSULB's mission statement can be done? Discussion about this topic centered on
  - o IO 4 may be closest to DEI statement and conversation centered around changing the mission statement to include DEIA
  - o Break homework is to draft mission statement wordsmith in spring and discuss further.
  - o Sharlene also recommended to keep bigger picture in mind how does changing mission statement help us with these bigger ask in recommendation 4. Our focus is assessment of the outcomes.

- Spring preview
  - Adam announced this committee will be drafting rubrics for core competencies: drafting the rubrics for the core competencies other than oral communication so that is written communication, quantitative reasoning, and critical thinking.
  - Also announced was in order to assess oral communication this committee will attend the Student Research Competition Friday March 8th. Adam requested to please tentatively schedule this date in your calendar 9am – 4pm at COB.
    - Student research competition every year 6 categories select winner out of each category go to system wide competition.
    - Not judging we will be scoring on a rubric for IO.
    - Sharlene and Jody said we will norm the rubric before we use the rubric for communication
    - We will use most of February to review communication rubric.
    - We will set up organization of who from committee will go to which parts of competition as the event gets closer .
- Meeting adjourned at 4pm .