

Institutional and Program Assessment Council (IPAC) Meeting Minutes

February 21, 2024

2:00–4:00 p.m.

LIB 201

Co-Chairs

([Erlyana.Erlyana@csulb.edu](mailto:Erlyana.Erlyana@csulb.edu) and [Adam.Kahn@csulb.edu](mailto:Adam.Kahn@csulb.edu))

- **Call to Order: 2:01pm**
- **Approval of Agenda: Motion to change date of agenda by Collen motion approve agenda Micheal Second by david Motion to approve agenda approved**
- **Approval of the Feb 7 Minutes: Motion to approve Micheal Mic second by David Motion to approve minutes approved**

Change spelling new council business IASC . -SS

- **Council Announcements**
  - Remaining Spring 2024 IPAC Meeting Dates: 3/6, 3/20, 4/17, 5/1, 5/15
- **New Council Business**
  - Program review workflow (Jody & David)
    - [AS PS 22-19](#)
    - David clarify work flow under IPAC espicall UPRC process. Want to give you since of how it will flow along with MPU and program reviews
    - Externa review done
    - Report comes in Jody will move foreard to draft reports . Report suome teh UPRC report form od concil and will finction as the new MOU.
    - By JOdy . Shares that with chaors and deans form college of prebeiw waiting comments form the chars and deans form progra.
    - IPAC scehdule voting meeting with chair coments dueing regulars meetings present to council. And comments formmmebers. And vote on council to approve
    - Then it will get sent out to signatures to rprogram
    - Adam adds changes Written by jody and david. Joint UORC ad MU n one documrent , steerng commiteet privde no feedback before sent to. IPAC commitete comment on teh changes not report itself. Programs.
    - Sarlene comment on commite since 2009 and this helps becaus ework was so labor intevsive because of all the writing delaying alomst a year in reports changes based on expoerince and what will make a successful commotee and program review.
    - Nieleiean siad agree with Sharlene of context for restructuring
    - Potential Choke pints in structure scehdule external review and when self study is recieved. Could have a potential lag . Shifting labor to jody and davind could creta a oile up of proerts to write and ackowledge teh work that woud take and maybe o am anticpating that and it does not really exist. This is a better syytems and will produce more menaing ful MOU. Sharlene added Delay of external reviewers being a hard part of the process because no one repsonses. And can not ask more epeople. Drags out the process.

- Suggestion to May want to look for external review a year out of review. Other models exclude the voice of a council entirely. It is about our campus we should give our input to these programs reviews. Elevate the burden of the labor involved in the past. Council can still attend external review petition if it is wanted.
- David added in getting external reviewers but with the flexibility on the modality would help with that with program approval. He also added that external review want to add input on how review should go wants to dictate how review would go that is a current trend at this time. David is concerned on writing is real but thinks once some of these items get done that will not be too much of an issue.
- Erly added about the workload previous practice is a stretch to member because it was needed to learn about the other programs in the college. Add one thing it is a good thing that strengthens our annual assessment and will build into the self study. Maybe strongly suggest assist in external review for own college in order to add to what is already known.
- Heather added that we could be adding advocacy and relevancy to program review external review committee.
- UPRC has been eliminated members can donate time to own college process.
- Adam added we are watch dogs to advocate for the program in the colleges and there is balance give and take toward administration to the colleges and resources. Programs are not being asked to do too much share the burden.
- Adam points out we are voting on the MOU.
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- Program review dates to be announced (Jody & David)
- Hoping to have geography March 6<sup>th</sup> geography requested an extension of time to March 21<sup>st</sup>.
- ES and Policy have been drafted and working to Schedule IPAC voting meeting
  - Geography
  - Environmental Science and Policy
  - Psychology
  - CNSM Advising

- **Council Adjournment: 2:33**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee*
  - Updates of COTA meeting (Erly and Colleen)
  - Discussion on canvas integration pilot
- *Institutional Assessment Subcommittee*
  - Review Mar 8 Speech Competition schedule
  - Discussion of rubrics
    - Keeping rubric to 4.

- Michal mentions Row 3 intergate diffent vairty of types does not fit with grading at reserach competion. Trickiy in GEadam says teh GE class would .
- Jody mentions that this is a small group and it may get larger over tme but for now it is fine.
- Shalrene says that this rubric is used on teh GE committee and outcomes also and elavautung.
- GE outcomes structure to kow at teh end of thier rime at CSULB. Having one rubruc shows hwo student develope over time.
- Not developing and use adquete instead.
- Specific and balance to be use din diffenert context of acadmeic career for a student.
- This is our expctation at the end of the undergraduate career.
- Hethaer pinted out 1 has alot of defect lanaguage in ememrging does not match.
- GEEK unbridge of language of wears apporrite attire. Taking out appropate attire assessment.
- Adam review evalutioon of Comm points for informative speech.
- Remove 3 most are fie with that.
- Jody would like to keep A,D,E
- **We will focuc on E. is there enough dfferenrt in the sclaes and if not how will we change lanaguage.**
- **2 – reposnd vbut do not a really good reposnse.**
- **3 - can answer the the question mechniacal acould be effective or non effectvie in fldevriy.**
- 1 -
- **4 – ackonldeging te question and snwer clear concise response elevates the conversation information is effecteive and interperisnally effective**
- Sharlene uses AP as a n exmple of how rubruc are normed and constructued in teh rubric.
- It is a partice assessment
- Row D
- 1- change emerging to another term additional supprting etairias are needed
- 2- use some limtied
- 3-
- 4- Quantify the number of supporting materials use of audio visual matrial chang aprotie but it is 3 take out use insightful clear effectie reference
- Went back to dicussing C to quliaty or breaking up the C into D.
- Hoework for next reviest row C remvng deleivery to diverse co usltral . Creta elanaguage 4-1
- A focus on instead delivery and coninfort of auduance
- Crreta blank template and make 4 and 1

- Charlene will take all feedback and make new rubric
- Adjourn 3:41pm