

Institutional and Program Assessment Council (IPAC) Meeting Minutes

February 7, 2024

2:00–4:00 p.m.

Via Zoom

Cochairs

(Erlyana.Erlyana@csulb.edu and Adam.Kahn@csulb.edu)

- **Call to Order: 2:03pm**
- **Attendance:** Adam Khan (Cochair), Erlyana Erlyana (Cochair), Michael Fender, Nana Suzamura – Smith, Hossein Sayadi, Colleen Dunagan, Heather Barker, Karin Griffin, David Sheridan, Alys Turkowitz, Jody Cormack, Alexandria Cordon, Sonia Wilmarth, Sharlene Sayegh, Bruno Pernet
- **Approval of Agenda:** Motion to approve agenda by Sharlene and second by Erlyana. Agenda approved.
- **Approval of the December 6 Minutes:** Motion to approve minutes by Bruno and second Sharlene. Minutes approved.

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

- **New Council Business**
 - Spring 2024 overview (Sharlene and David)
 - Sharlene started with the meeting scheduled, saying the dates above our meetings for spring. She noted that we started working on a general framework of this committee to set up IPAC to be a sustainable council in the long term. What we are doing this semester is to begin implementing those generalities. IASC will begin with communication assessment and use rubric at the research speech competition on March 8th.
 - IASC will also continue to draft written communication rubric for assessment.
 - IASC will also discuss how to engage and work with the divisions for assessment across the institution.
 - David introduced the work for PASC which will be to facilitate assessment work within colleges and for members to go out a facilitate discussions and support on assessment. Two meetings with departments are currently scheduled.
 - PASC hopes to work on support and develop assessment for the annual reports due in early summer.
 - Second goal will be to pilot in own class one assignment that can assess a PLO set up through canvas and data from assessment integrated into Nuventive. He said he did this in Fall with one of his classes. He added that members from IASC can also do this if they want to.
 - Training will be provided for Nuventive with chairs and assessment coordinators at the department level.
 - Program review update (David and Jody): Jody provided update on program review. The beginning of our meetings will be to review and discuss program

review reports. Committee members will read reports and will provide feedback from report about program review within that department

- Upcoming program review report tentative schedule:
 - Geography (February 21)
 - Environmental Science and Policy (March 6)
 - Psychology (March 6)
 - CNSM Advising (March 20)
- Bruno asked what committee he will go to Sharlene said IASC

- **Council Adjournment: 2:18pm**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee*
 - COTA meeting preparation (Erly and David)
- *Institutional Assessment Subcommittee*
- Oral Communication Rubric
 - Sharlene explained one of the first things IASC will work on this spring is the oral communication rubric & the student research competition which is March 8th we will pilot oral communication assessment rubric at this competition. This competition gives us access to assess students at or near graduation. Sharlene added there is a rubric for the competition but because we are assessing GE skills over time our committee will be using same rubric used in GE course and senior level assessment. Sharlene made rubric last summer based on AAC&U value rubric and other samples of rubrics in oral communication. Sharlene shared the rubric with the committee. Asked committee to review rubric and confirm over the next two weeks to finalize the rubric.
 - Sharlene explained that in the rubric The goal is to use the criteria in first column and the levels in the rubric to evaluate the criteria. The gray highlight rows are indirect forms of evidence, and our committee will not evaluate those. February 21st and March 6th will be the two meetings we will work on this rubric. Mainly in next meeting 2/21 we will do norming and understanding each category and criteria.
 - Heather asked only assessing 1, 3, 4 & 5? Sharlene confirmed yes.
 - Jody asked when people can attend research competition? And asked what criteria 2 is? Jody asked Adam what communication apprehension is?
 - He explained communication apprehension is a term in communication about how much stress a person has around public speaking. He mentions that a faculty in the communication department can be asked to explain this further as it is one of her areas of knowledge and expertise.
 - Adam asked if it is normal for a rubric to change one word? Evaluation 2 to 3 has just one word change. Sharlene answered that AAC&U value rubrics rely heavily on this but how do we tell the difference between value, if we feel 2 to 3 needs to be changed, we can discuss this and decide to make a change.

- Bruno cited that it rotates between audience and communication apprehension shouldn't it be the latter. Sharlene confirmed yes that it is a typo.
- Jody suggested adding areas of clarity and complexity. She cited that in her program under clinic management students are assessed tasks performed on a simple patient level to complex patient level. With likert scale based in complexity of task and execution.
- Sharlene also showed rubric used for the research competition also. She asked if there is anything here, we can use in ours. Like making a combination of both rubrics.
- Sharlene also talked about changing the number of evaluation levels to have an odd number for making a conclusive decision. She said she will share a file with the committee to make suggested changes to the rubric.
- Upload rubric will be editable for everyone to add changes before February 21st at next meeting committee will agree on rubric and start norming it.
- Preparing for Student Research Competition (Sharlene)
 - First, Jody asked if we should contact the competition coordinator that we are doing this assessment. The competition is open to the public, so it would not be unusual to have us observe it.
 - Alexandria will send out a grid for March 8th to the committee and to please note times they are available to go to the competition.

Meeting adjourns at 3:01pm