

Institutional and Program Assessment Council (IPAC) Meeting Minutes

November 15, 2023

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:** Call to order by Erlyana at 2:06pm
- **Approval of Agenda:** Motion to approve agenda by Michael. Second by Janaki Motion to approve agenda passed
- **Attendance: Co- Chairs -** Adam Kahn, Erlyana Erlyana **Members:** Heather Barker Alexandria Cordon, Karin Griffin, Michael Fender, Jananki Santhiviveeran, HOUNG-WEI Tsai, Sonia Wilmarth, Yu Ding, Colleen Dunagan, Nana Suzamura-Smith, Hossein Sayadi  
**Did not attend:** Sharlene Sayegh, Nielan Barnes, Ga-Young ( Kelly) Suh , Chris Swarat, David Sheridan Jun Yan, Juan Apitiz
- **Approval of Minutes from 10/18:**
- **Council Announcements**
  - Remaining Fall 2023 IPAC Meeting Dates: 12/6
    - Erlyana said meetings modality will not change in the spring all meetings will remain in person. Please place the Spring meeting dates in the calendar. She added meeting structure will stay same large committee meeting will be the first part of the meeting and then the sub-committees will meet separately after the larger meeting adjourns.
    - Adam said that they hope to have MOU's to review at next meeting on 12/6
  - Spring 2024 IPAC Meeting Dates: 2/7, 2/21, 3/6, 3/20, 4/17, 5/1, 5/15
- **New Council Business**
  - Report from Steering Committee- there will be MOU to share for the next meeting.
  - The steering committee has discussed how to improve the process of the committee work with the pros and cons.
  - Adam elaborated that a point of concern that whole committee did not participate I the learning community this fall. Which is a challenge.
  - He continued to recognize that there are still some vacancies on the committee for college reps and the steering committee is discussing and working on strategies for recruiting remaining college reps to committee.
  - Please provide any feedback to improve committee meetings for Spring 2024.
  - Michael asked about MOU process. What is that?
  - Adam explained how MOU are done. Jody and David write reports from program reviews. Then Jody writes MOU, and the committee will discuss the MOU and provide feedback to finalize the MOU to the department.
  - Jananki commented this new process is more efficient

- Heather added MOU from this recent program review is very different from the program review completed 7 years ago. Recent MOU are about what needs to be done in department only vs. also how institution can support program also.
- Adam explains program review process for explanation.
- Janki says that dean and assistant deans also are asked to support department within the MOU.
- Heather explained how university level responsibility was pushed down to program to.
- Discussion centered on if committee will keep responsibility to university also to support program. – not in the minutes
- Karin mentioned how losing accreditation would look poorly on department, institution and stake holders. There is a stake in the game for all at this university.
- Accreditation looks differently with all departments and areas of study. Sometimes it protects departments. keep commitment to university to keep resources in department and keeping reports to decisions in department resources and funding.
- Provost = institution academic affairs.
- Not all deans know assessment or how to use materials in program review.
- Janki mentioned something about chair and dean provost about accreditation assessment report and speaking to president for work needs to be done.
- Teaching nursing need accreditation regardless of report on accreditation report can serve to back up ask for resources.
- Janki added what is the institution commitment based on Karin point of Beach 2030 and mission and vision.
- Janki added that committee can be more like gate keepers to write MOUs and disperse the value to have institutions rewrite support department in addition to comment on how department efforts to do assessment.
- Ask Jody to Identify IO or Beach 2030 goals that go with MOU's
- Michael noted MOU were driven by external reviews Adam answered that was bc it was through UPRC reports which is different now.
- Annual assessment Vs. self-study : can be used together and use annual report as a annual check up on progress in program. annual review can also relect which MOUs are address each year so not a timeline per say.
- Not in minutes – transpreancy of how minies are spent on aadmeic side decision made at provost level even finance does not know ho wthat happens. Proposals provided to earn money for a grant do not give money back.
- Lets make a connection to stdent within the college outreach to student taffairs to connect to students for epeince of research and enrichment in a student tcenter way.
- Structure at college level to not make it hard to write proposals facuty do not want to do it.

- **Council Adjournment: 3:08pm**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee*

- Reflections on existing assessment reports (posted on IPAC canvas)
- *Institutional Assessment Subcommittee*
  - Brainstorming assessment of IOs 3 and 4
  - Identifies Artifacts to score in a rubric so show evidence of these IO 3 and 4
  - Pull data
  - Courses that value DEIA for students and teach in the course and their objectives. How they are being assessed in course work and assignments
  - Gray and student affairs annual report
  - Public programming within college and the arts like through the carpenter center.
  - Self study pre and post assessments, may be the syllabus route will be better. Code them for key ideas to address the IO 3 and 4 values
  - Are there any groups not representing
  - Study abroad and global study
  - National DEIA high school data
  - Workshops with faculty on poster session with in the community
  - Community engagement department work they are doing in community
  - Community engagement
  - Faculty centers annual reports professional development
  - Heather mentioned Richard Marcus International studies prof that did a study on reviewing syllabi
  - **IO 4 – SPOT evaluations question that ask for that**
  - Community internship and services learning opportunities for students
  - Syllabus thought also
  - DEIA training how many participate ?
  - CSU ally trainings
  - Snapchat DEI conference – ally ship should be uncomfortable
  - Look o DEIA leads to get data for Angela Locks for AA; Trace Camacho SA
  - Larisa Hamada – equity and compliance diversity officer
  - SLD, - Anna leadership training - ???
  - Magazine and newspaper writing and student publish college of the arts masters thesis, films made by students, anthropology ( Visual )
  - Community based internship students doing services learning.
  - **Steering committee point of discussion – review this list**
  - Ethnic studies requirement may address this too
    - Count them how many are there?

Adjourn at 3:55pm