

Institutional and Program Assessment Council (IPAC) Meeting Minutes  
October 18, 2023  
2:00–4:00 p.m.  
LIB-201

([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:** M to approve Sharlene, S- Janaki. Motion to approve passed.
- Approval of Minutes from 10/4: M- to approve Minutes Alexandria, S- Yu. Motion to approve minutes passed.
- **Council Attendance: Co- Chairs** - Adam Kahn, Erlyana Erlyana **Members:** Sharlene Sayegh, Heather Barker Alexandria Cordon, Karin Griffin, Michael Fender, Jananki Santhiviveeran, Houg-Wei Tsai, Sonia Wilmarth, David Sheridan, Yu Ding, Colleen Dunagan, Nana Suzamura-Smith, , Andrea Achacon, Jody Cormack  
**Did not attend:** Nielan Barnes, Ga-Young ( Kelly) Suh , Chris Swarat, Jun Yan, Hossein Sayadi, Juan Apitiz
- **Council Announcements**
  - Remaining Fall 2023 IPAC Meeting Dates: 11/1, 11/15, 12/6
  - Spring 2024 IPAC Meeting Dates: 2/7, 2/21, 3/6, 3/20, 4/17, 5/1, 5/15
    - Format and place will remain same for spring meetings.
- **New Council Business**
  - Report from Steering Committee
    - Adam started this discussion by reporting that there is not a lot to add please continue to remain patience with the logistics and structure of IPAC. This is a new endeavor it's not PARC. Thank you for giving us your time and serving on a university wide committee. We meet every other week.
    - Erlyana added thank you for your patience with meeting modality.
  - External Review 2023/24
    - David introduced this topic he distributed schedule of program reviews for this year.
    - He added that psychology has been done.
    - Most groups have self-study in or have been given an extension.
    - Move forward with program review items in next 6 months.
    - Sharlene mentioned along with David there is a new way we are doing external reviews
    - The role that faculty play in program review will be different verses the faculty role under PARC. You are welcome to attend external visits but not in an official format.
    - Erlyana asked do any of the former PARC member surprised to not being officially apart of the external visit anymore? Most said it was a relief.

- Jody added that she is working on psychology report right now hope to have our first program review as a part of our joint meeting before school Fall ends.
- Adam asked Will we be voting on MOUs we did not get to vote on from last year? Jody answered with no psychology will be our first program a review for the year.
- Heather asked what did the process look like for external review?
- We bring external reviewers on campus and 2 parc members would accompany and shadow external reviewers while on campus. Once MOU was complete and went to department, then PARC would discuss and agreed on MOUs for the departments result of program review.
- Erlyana said the reason program review is a long process is we have to understand the departments practices and processes.
- Sharlene said that because David provided this list IPAC members can shadow external review visits and bring observation to this group IPAC member do not interact with External reviews during visit. No report is needed by IPAC members.
- External review visit will not require an IPAC member, when it was with PARC it was mandatory.
- Heather asked for the department self-study want do we add to that. Jody answered that there is a template, and we identify where are the gaps in department self-study.
- Also asked what types of feedback would this body give? It is any feedback we may have. Sometimes we massage the language of the report. Pull data from what is presented.

- **Council Adjournment: 2:26pm**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee*
  - Assessment Terminology and Uses across the colleges.
- Presentation of Assessment Terminology & Uses across Colleges that include the following topics:
  - grading vs. assessment
  - direct vs. indirect assessment
  - embedded assessment
- Discussion of its uses in specific unit/ Department
- Discussion about use of DFW student success dashboard for assessment
- Action items:
  - Review assessment files (that will be posted in a few days – email notification will be sent out) in your own respective college.
  - In the next PASC meeting, share your impressions after looking at the files
  - Compare/ contrast report structure: what seemed to work? What was possibly problematic? Which one seemed to be well versed and which one seemed more distanced from assessment engagement

- *Institutional Assessment Subcommittee*
  - Final Learning Community
  - Closing the Loop – Sharlene presented information for this final learning community meeting.
  - She asked the group what does “closing the loop” mean in terms of assessment. She also presented the assessment cycle adapted for CSULB. An assessment cycle can be considered a never-ending loop with continued improvement. Frustration happens in assessment because it never ends it is always happening. It is important to not skip discuss results and implement changes as needed closing the loop can’t happen if we do those two steps.
  - Adam asked how do you see the vision of the committee and the feedback back to departments in review?
  - Sharlene said that when she was Program Review Coordinator, she would give points for change, but departments would not always follow through with implementation or discussion. Our committee jobs are to follow-up with the steps for change.
  - Group asked who do we provide recommendations at the institutional level?
  - Karin added an observation that assessment may not be meaningful because initial group form assessment can’t see the result of the change. She added an example of graduation rates. As a result of assessment of graduation rates changes were made to academic advising system and admissions standards after 2010 grad rates continue to rise after that.
  - Jody also added that assessment and implementing change began to change the way we use our data like on dashboards. She said assessment is like scientific theory and you must ask the right question. PASC will need to focus on asking the right questions in program review. It’s about your question?
  - Program review focuses on 2 things program learning outcomes and student success data.
  - SS provided Handout “CSULB Office of Program & Institutional Effectiveness Assessment Responsibilities of IASC”.
  - She reviewed this handout along with Institutional Outcomes
  - Sharlene passed out certificate of completion for the Institutional Assessment Learning Community to the members of the subcommittee.
  - Subcommittee Adjournment at 3:30pm