

Institutional and Program Assessment Council (IPAC) Meeting Minutes

February 19, 2025

2:00–4:00 p.m.

LIB-201

Co-Chairs

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

- **Call to Order :2:05pm**
- **Approval of Agenda: Motion to approve agenda by Janaki second by David agenda approved**
- **Approval of the Minutes from December 4 and February 5: motion to approve minutes by Sharlene and second by David. Motion to amend minutes from February 5th to reflect accurate attendance and guest names by Alexandria second by Sharlene motion to approve minutes as amended approved**
- **Attendance:** Adam Kahn (Co-Chair), Erlyana Erlyana (co-Chair), Pei-Fang Hung, Heather Barker, Alexandria Cordon, Sharlene Sayegh, Nana Suzumura-Smith, Victor Wang, Houn-Wei Tsai, Janaki Santhiveeran, Sonia Wilmarth, David Sheridan, Vas Narayanswami, Jun Yan, Emily Schryer, Daisy Alfaro, Alejandra Priede, Tiffanie Graves, Jennifer Nalasco, Hossein Sayadi, Kevin
- **Not attended:** Karin Griffin, Ga-Young Suh (Kelly), Kimberly Walters, Andrew Paredes, Jody Cormack, Colleen Dunagan, Laura Vlad,
- **Guest:** Nielan Barnes (Sociology Department Chair), Kerry Johnson (Associate Vice President for Undergraduate Studies), Tamika Spivey (Director), Sandra Shirley (Director), Paul Henderson (Executive Director, University Academic Advisement & California Promise)
- **Council Announcements**
 - Spring 2025 IPAC Meeting Dates: 3/5, 3/19, 4/16, 4/30 (Zoom), 5/7
- **New Council Business**
 - Sociology (2:05 time certain)
 - Guest : Nielan Barnes Chair for sociology
 - The Deans' attendance not here and committee discussed should we proceed without deans present. Guest and Adam pointed out this is a non-problematic MOU. However, Heather did mention that this is an institutional meeting and department (Dean or Associate Dean) representative should be present and or the authority deferred in writing should be in place. Based on the amount of MOU the committee as to complete this semester and canceling this MOU would place us behind committee agreed to make an exception for this meeting but moving forward a calendar invite and follow-up message will be done to ensure department representative is present committee voted with 11- 6 that the MOU proceeded.
 - MOU presentation By Pei-Fang

- Comments by department: thank you made on MOU and external reviewer. It was a very meaningful review and report. Changes made to the MOU format are very good.
 - The Sociology Chair wanted to point out details of the recommendations like the trends in data and department is still experiencing impact from Covid on graduation rates. The department will continue to investigate advising services in the department in how to increase the graduation rates. FTE and GE changes are reflected of FTE. She mentioned outreach efforts like day at the beach and Liberal arts day to increase the FTES.
 - The DFW rate was also noted
 - A new change was made for summer advising training for new advisor in their cycle for advising. Stipend given to experienced advisor for training new advisor in the summer (New advisor) to get more training and experience in advising services. Working with the college and ATLAS on training advisor.
 - Comments from committee: Adam pointed out Pei-Fang for correction in opportunity #2 incomplete sentence she will correct it.
 - Question: increasing tutoring services to student funding source? Dr. Barnes clarified Tutoring connection high performing students work as tutors in The Learning Center so department monies, are not used for this effort.
 - Advising stipend came from SERF budget to add to the advising.
 - Pei-Fang commented that department data reflects when MOU was received.
 - Dr. Barnes provided an updated number of 850 student sociology enrollments as of yesterday, a little lower than before the pandemic.
 - The committee asked to change the term adjunct faculty and change to lecture faculty it is more accurate.
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- Bickerstaff Advising MOU presentation (2:35 time certain)
 - Guest: Kerry Johnson, Tamika Spivey (Director) , Sandra Shirley (Director), Paul Henderson
 - MOU presentation By Pei-Fang
 - Discussion for MOU:
 - Directors commented on the reviewers' comments on the decrease drop in advising numbers and tutoring and using a more traditional model for advising. The department has traditional advising for division 1 athletes in comparison to other athletic advising centers. The pre- work for students that are not here yet is not captured in the MOU. Advising models formatted for coach check-in and that could be the reason tutoring services are used less, also they use the college tutoring centers also. Term GPA checked 3.1 recently, the highest it has been in the department.
 - Directors check in with staff a lot. Directors have a lot of experience in staying ahead of advice and policy that will impact student athletes. So that students are able to remain eligible.

- A lot of advising is also done in a nonformal manner. Directors have asked staff to capture the informal moments of advising in EAB.
 - The committee also thought that informal advising is a good thing and as a institution provides a way that supports informal advising moments.
 - Alejandra asked about the support provided by international and students with disabilities? Sandra said working with staff director in CIE for smooth transition to school, mentoring program, and learning center resources.
 - Alejandra asked the language “not prepared to academic rigor “ask that be remove from MOU?
- Discussion occurred of how MOU are created what could be reviewed and language changes at council level and procedural discussions. A suggestion was made to use time in one meeting to review as an orientation to how the council works, structure, and procedures.
- Motion to approve Bickerstaff MOU Alexandria second Janaki. Motion was approved
- For Sociology additional discussion occurred over MOU delivery and data accuracy and how to review this information
- Motion to approve sociology MOU Janaki second by David motion approved
- **Council Adjournment: 3:47pm**
- **Sub-Committee Meetings (subcommittees did not meet in this session due to time constraints)**
 - *Program Assessment Subcommittee* (Co-Chair: Erlyana Erlyana)
 - Discuss PASC members’ meeting with Department Chair
 - Nuventive reviews
 - *Institutional Assessment Subcommittee* (Co-Chair: Adam Kahn)
 - Written communication rubric discussion
 - Subcommittee adjournment