

Institutional and Program Assessment Council (IPAC) Meeting Minutes

March 19, 2025

2:00–4:00 p.m.

LIB-201

Co-Chairs

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

- **Call to Order: 2:00pm**
- **Attendance:** Heather Barker, Sharlene Sayegh, Nana Suzumura-Smith, Victor Wang, Houn-Wei Tsai, Sonia Wilmarth, David Sheridan, Vas Narayanswami, Emily Schryer, Ga-Young Suh (Kelly), Colleen Dunagan, Alexandria Cordon, Karin Griffin, Kimberly Walters, Jody Cormack, Janaki Santhiveeran, Alejandra Priede, Andrew Paredes
- **Not attended:** Hossein Sayadi, Tiffanie Graves, Jennifer Nolasco, Jun Yan, Daisy Alfaro, Laura Vlad, Erlyana Erlyana, Pei-Fang Hung
- **Guests:** Lori Barah , Donna Nicol

- **Approval of Agenda: Motion to approve by David Second by Kim motion to approve agenda passes.**
- **Approval of the Minutes from March 5: motion to approve by Heather second Kim approved. minutes approved.**

- **Introduction of committee and guest**

- **Council Announcements**
 - Remaining Spring 2025 IPAC Meeting Dates: 4/16, 4/30 (Zoom), 5/7

- **New Council Business**
 - Women's, Gender, and Sexuality Studies MOU presentation (2:05 time certain)
 - Jody Cormack reviews Mou presentation
 - Jody reviewed program overview, commendations, concerns and opportunities and recommendations
 - **Comments from the department:** working on moving E category class to biological science because it is about reproduction. Also reviewing other GE certifications. They have a ambassador also to outreach to major and minors. They have also looped alumni into program for job placement.
 - **Dean of college comments** increases the number of minors to the program with a minor into major pathway. Putting forward recommendations for tenure track hires also. Cluster hiring proposed occurring hoping this will be successful with te provost approval.
 - **IPAC comments:**
 - Nana asked about how the department contacts alumni how you get connected to alumni is it a survey. Lori said the survey was sent to grads and asked for email to build alumni group. And the department is small and able to know who is graduating.
 - **Jody added:** a collective college survey is best for students are not surveyed to much.

- Hong- Wei asked about working with biology to add class to the department GE section was a good idea and he would help with transition of reproduction class to science .
- Kim added there are major thought leaders in college and in WGSS department.
- **Announcement FSSE:** for faculty / student engagement. Please complete the survey. Alejandra asked if we do not teach undergraduate students should we complete a survey. Jody added that she completed the survey and answered the question about undergraduate as no. so complete survey question according to who you teach.
- Remember comments on feedback about MOU complete comments by Monday at 3pm.
- Move to approve Women's, Gender, and Sexuality Studies MOU by Janaki, second of Kim. MOU approved by committee.
- Reminder of meeting dates
- **Council Adjournment: 2:30pm**
- **Sub-Committee Meetings**
 - *Program Assessment Subcommittee*
 - PASC check-in and discussion of members' roles
 - *Institutional Assessment Subcommittee*
 - Written communication rubric discussion: Sharlene suggests that she liked the GEEC rubric and finished the rubric. She suggests that we adopt the rubric.
 - Heather asked about deficit language in emerging column and have that language reflect non deficit language in the standards. The committee agreed Alexandria will modify language based on the emerging groups comments online and resubmit to group and Sharlene.
 - The group will vote via email after this update is made
 - Jody asked who has upper division writing assignments Kim, Hong wei and Kelly can offer samples for norming.
 - They will norm for next meeting upload folder in canvas and norm
 - Subcommittee adjournment: 300pm