

Institutional and Program Assessment Council (IPAC) Meeting Minutes

December 3, 2025

2:00–4:00 p.m.

LIB-201

Co-Chairs

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- **Call to Order: 2:02pm**
- **Attendance:** Heather Barker, Alexandria Cordon, Jody Cormack, Erlyana Erlyana, Michael Fender, Karin Griffin, Pei-Fang Hung, Adam Kahn, Camryn Littleton, Emily Schryer, David Sheridan, Lei Sun, Houngh Wei Tsai, Victor Wang, Sonia Wilmarth, Tiffanie Graves, Neda Karami, Vas Narayanswami, Jennifer Nolasco, Sharlene Sayegh.
- **Not Attended:** Kevin Avila, Pei-Fang Hung, Hossein Sayadi, Laura Vlad, Kimberly Walters
- **Guest:** Kerop Janoyan - Associate Dean and Chair of the Joint Ph.D. Program, Dr. Keith ClayBrook Jr. -Associate Professor, Dr. Donna Nicol – Associate Dean of College of Liberal Arts
- **Approval of Agenda:** Changes to agenda spring meeting add 1/21/26 for Spring 2026. delete subcommittee work today. Motion to approve the revised agenda by Michael second by David approved by council.
- **Approval of the Minutes from Oct 15, Nov 5 & Nov 19-** Motion to approve all three meeting minutes as a slate by Sharlene second by Michael motion to approve minutes is approved by council.
- **Council Announcements**
  - Spring 2026 Meetings: 1/21, 2/4, 2/18, 3/4, 3/18, 4/15, 5/6
  - Upcoming Spring 2026 MOUs presentations:
    - Nutritional Science (MS only)
    - Classics
    - Comp World Lit
    - Math/Stats
    - English
    - American Studies
    - UCUA
    - Religious Studies
    - ASEC
    - UHP
    - CHLS
    - GVAR
    - Modern Jewish Studies
    - GE
    - RGRL
- **Council introductions to guest**
- **New Business**

- Joint Ph.D. Program in Engineering and Computational Mathematics (Time Certain 2:05) Guest Associate Dean and Chair of the Joint Ph.D. Program: Dr. Kerop Janoyan
  - Jody Cormack presented the information in the MOU: commendations concerns, opportunities, recommendations
  - Questions of the MOU were also reviewed in the presentation like tuition fees for program within two institutions CSULB and CGU. Tuition remission from CGU, the partner institution in this program, was also discussed.
  - Also discussed was the scholarly publication requirement integrated into PhD. program which is completed with research done by the student.
  - Also noted was teaching/ service credit to faculty for supporting dissertation work with students.
  - Data on enrollment and degrees granted was discussed in presentation,
  - Some parts of admission process is less efficient with two institution structure.
  - Also documents from both programs could be unified to support students learning about the program.
  - More questions were centered around curriculum of the program.
  - Also asked was teaching requirement for PhD program students. The answer was no but students often are TAs for classes in the department but it is not required.
  
- Africana Studies (Time Certain 2:35)
- Dr. M Kieth Claybrook Jr. -Associate Professor Africana Studies, Dr. Donna Nicol – Associate Dean of College of Liberal Arts
  - Jody Cormack presented the information in the MOU: commendations concerns, opportunities, recommendations
  - Comments from the department: Dr. Nicol and Dr. Claybrook reviewed the comments presented by the council in the MOU and agreed with them.
  - Dr. Nicol addressed the ethnic studies for educator program. Dr. Nicol acknowledged the development of certificate and master's degree certificate and the master's degree the curriculum has been approved for both. Departments in CED are negotiating the curriculum with CLA to be sure the curriculum aligns with the goals of both colleges.
  - The council and department also discussed advising function going back to the department. It is the programs call to do the advising. But it was noted was that CLA cannot offer course release or compensation for advising in the department.
  - It was suggested that for advising to go to the department - MOU language revision will be “ to discusses and implement based on cost benefit analysis results.”

- Dr. Nicol has noted a recommendation for assessment is measuring the cultural taxation of advising the department to understand what department needs. Dr. Claybrook added also aside from advising, and resources it is a student need from students that faculty and staff in the department is important but may not be captured in assessment.
  - The council and Jody pointed out that further work about advising can be addressed with ATLAS and an upcoming review. For example: a recommendation with the MOU and ATLAS program review to address this topic. Not every ethnic studies department has ATLAS as the designated advising unit.
  - Jody adds it is still key to keep students connected to department itself but keep advising function in ATLAS.
  - Questions about the new programs where the *ethnic studies for educators program* will be housed. Stay in CLA, but support of CED is important because teachers want to have the course content. Therefore, disciplinary content will live in CLA and pedagogy content will live with CED especially because pedagogy content is specific to teaching in K-12 system.
- Council discussion of MOUS presented
  - Group discussed that for PhD. Program ask college to do is we ask them to create joint documents, ask them to also create joint language of time to completion of degree. Group further discussed the 4 – 6 years to complete a degree for the program.
  - Motion to approve Engineering MOU by Jody second by Michael MOU approved. Jody added PASC offer support to this program so that they submit annual data.
  - Group discussion for Africana Studies started with David's comments he expressed concern about a larger issue involving smaller departments, cultural taxation, and representational challenges, compounded by the lack of an assessment plan for a long time. He described this as a cycle. David also acknowledged that they had followed through on some previous recommendations, which indicate the department is taking steps forward. Finally, David suggested that mentoring could help address cultural taxation, which he considered the most pressing issue. He proposed that their assessment focus on enrollment and cultural taxation rather than solely on curriculum, as this approach might be more productive for the program at this stage.
  - Jody noted that ethnic studies departments, along with women and gender studies, faced similar cultural taxation issues. She recalled that these concerns had been included in their MOU. Noted was that ethnic studies

programs experienced unique challenges. The issue was not just about assessment completion but also about cultural taxation and some disengagement.

- Jody supported the idea of embedding cultural taxation and related issues into assessment as an entry point for reflection, calling it a strong suggestion. Additionally, Jody expressed concern about frustrations with Atlas referrals, noting that students were advised not to pursue certain degrees, which compounded the problem beyond simple misdirection.
- Cameron commented that advisors from Atlas have their own opinions with students one-on-one because they are trying to help students understand their options. She suggests liberal arts departments connect their discipline to the job market she also suggested that Atlas may be concerned about if you have a degree with a diversity focus that could even repel jobs right now. Therefore, a recommendation is to develop materials to help students understand how they can market the degree that they have in today's current environment.
- The council noted that Keith said he had been collaborative with Tanisha and advising is or may still be giving bias advising to divert students away from African studies.
- MOU change that the language in marketing materials is majors that go to careers with Africana Studies and address cultural taxation in assessments.
- Michael motioned to approve Africana Studies MOU David Second MOU approved.

- **Council Adjournment: 3:47pm**

- **Sub-Committee Meetings – no meeting at this session**

- *Program Assessment Subcommittee*
  - Discussion of rubric for critical thinking core competency
- *Institutional Assessment Subcommittee*
  - Discussion of rubric for human diversity institutional outcome