

Institutional and Program Assessment Council (IPAC) Meeting Minutes

January 21, 2026

2:00–4:00 p.m.

LIB-201

Please notify the Co-Chairs

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

Call to Order: 2:02 p.m.

Introduction

Attendance: Alexandria Cordon, Jody Cormack, Erlyana Erlyana, Michael Fender, Karin Griffin, Pei-Fang Hung, Adam Kahn, Emily Schryer, David Sheridan, , Houng Wei Tsai, Tiffanie Graves, Jennifer Nolasco, Sharlene Sayegh, Kimberly Walters Victor Wang

Not Attended: Kevin Avila, Heather Barker, Camryn Littleton, Vas Narayanswami, Hossein Sayadi, Laura Vlad, Lei Sun, Sonia Wilmarth, Neda Karami, Colleen Dunagan

Guests: Dr. Alaine Ocampo, Associate Dean, CHHS; Dr. Virginia Gray, Professor and Department Chair, Family and Consumer Sciences

Approval of Agenda: Motion to approve the agenda by Emily; second by Jennifer. Agenda approved.

Approval of Minutes from December 3: Motion to approve December 3rd minutes by Michael; second by Emily. Minutes approved.

Council Announcements

- Remaining Spring 2026 meetings: 2/4, 2/18, 3/4, 3/18, 4/15, 4/29, 5/6.
- Upcoming Spring 2026 MOU presentations:
 - These were scheduled for today but will be rescheduled for 2/4.
 - Classics
 - Comparative World Literature – next meeting in IPAC 2/4
 - Classics and Comparative world literature programs will be merging together after MOU review.
 - Math/Statistics
 - English
 - American Studies
 - UCUA
 - Religious Studies
 - ASEC
 - UHP
 - CHLS
 - GVAR
 - Modern Jewish Studies

- GE
- RGRL

- **New Business**

- Nutritional Science (MS only) (Time Certain: 2:05)

- Pei-Fang provided the MOU presentation reviewing the strengths, concerns, and opportunities in the MOU.
- Pei-Fang then reviewed the recommendations in the MOU.
- Chair noted that the new program Master of Science in Applied Nutrition and Dietetics was accredited in 2024 before MOU was completed; therefore, these recommendations have been implemented and concerns addressed
- Alaine said the tenure-track position was filled in 2024.
- Adam asked whether recommendation 3 regarding the tenure position should be removed and the lecturer conversion may remain; the recommendation will be revised and restated to reflect the tenure hire.
- Council discussed the lecturer conversion in recommendation 3: the question was to what extent is this a recommendation to the college and is there capacity to do this? The MOU language will be added “as resources allow”
- additional comments were that summer and winter coverage is needed for the internship requirement. A lecturer stepping into the internship role with a 12-month appointment may be necessary to fulfill this requirement and support faculty.
- Jody expressed appreciation for the thesis being added to the degree.
- Question for Alaine was did the Student to Faculty Ratio (SFR) double? 4.8. Does the college have a target for SFR? This could not be answered immediately but will be clarified.
- Some programs have specific accreditation needs; all factors are considered when hiring faculty and tenure-track positions.
- Erlyana asked if the faculty ratio referenced is for master’s and bachelor’s programs. Answered by the department. Yes the ratio is for both degree programs offered.
- Students are given the option of a thesis or direct project (RD exam) as culminating experiences.
- Passing grade to obtain a license is 90%.
- Pei-Fang stated the program is proactive in supportive of students’ choices of culminating projects so they complete their degrees on time.
- Motion to approve MOU: Sharlene moved, Emily seconded. Motion passed.

- **Council Adjournment:** 2:42 p.m.

- **Sub-Committee Meetings**

- **Program Assessment Subcommittee**

- Presented the critical thinking value rubric and propose the modifications
- Discussion of each criteria of the rubric
- Proposed revisions of the language used in the criteria to make it relevant to discipline specific terminology

Institutional Assessment Subcommittee

- Discussion of rubric for human diversity institutional outcome.
- Challenge: Hard to norm due to the diversity of artifacts, which are not interactive and may not provide enough information for judgment.
- Changes discussed and agreed upon by committee
 - Group decided to consolidate: A & C
 - Keep B
 - Keep D
 - Keep E
- Jody supported including “attitudes” and incorporating this into criteria.
- Adjust A to reflect the ability to express analytical respect.
- Kim asked: How do we operationalize an attitude?
- Suggestion: Embed attitudes into C – self-reflexivity.
- Attitudes may be demonstrated through self-reflection skills, curiosity, and openness.
- In B, change phrasing regarding prioritizing others’ needs; ensure it reflects competence. However, Sharlene did state there may be a concern in changing this phrasing may be problematic and may not appear in artifacts. In order to evaluate it.
- In response to this Adding an “N/A” category will give a more accurate reflection of alignment with institutional outcomes.
- Sharlene provided an overview of how diversity class designation could occur via course classification.
- Jody asked whether an artifact also includes the prompt as a requirement for submission to this process. it was stated that yes, but they are not always provided. Adama mentioned this may require communication with faculty via department chairs.
- Future consideration: Post the rubric on the OPIE website so course creation can align with rubric expectations.
- Group agreed to include attitudes—curiosity and openness—in category C.
- Jody will review levels of self-reflection across categories A and C.

****Group decided to consolidate:****

- A & C
- B
- D
- E

****Titles agreed to:****

- Attitudes: A & C
- Skills: B
- Knowledge: D
- Knowledge: E