

WASC Steering Committee Meeting

April 22, 2008

1:00-2:30 PM

98-T3-23

Attendees: Linda Abelman, Diane Cuneo, Doug Freer, Steve McCauley, Lisa Nashua, Nancy Page Fernandez, Claudia Pinter-Lucke, Martin Sancho-Madriz, John Self, Kathy Street, Dale Turner

Absent: Francis Flores, Darwin Labardo, Don Straney

Guest: Miriam Fultz, Desertfrost Consulting Group, Inc.

MINUTES

1. Approval of Minutes

- The minutes from the last meeting were reviewed and corrections were noted. The minutes were accepted as amended.

2. WASC Annual Meeting Report/handouts

- Claudia reported on the WASC Annual Meeting held in San Diego this year. Handouts were distributed, one noting significant changes to the WASC Standards. The committee discussed the changes and clarified how they applied to Cal Poly. The document noted specifically that the institution's level of achievement of its purposes and educational objectives as well as learning outcomes, were not to be just publicized but implemented and imbedded at the course, program and institutional level.
- The second handout addressed the two approaches to the C&PR report essays and developing the Education Effectiveness Reports. The documents noted changes in wording and were still out for review and approval and hopefully will be approved prior to our writing our EE report. Claudia asks that the committee review these documents to see if what we are doing fits WASC expectations.
- The next handout addressed how to review WASC data tables. It was suggested that the committee review the tables on the website and note what to look for based on this document. Miriam noted that there is still outstanding data needed, specifically for Tables 4.1- 4.4
- The next handout was a Rubric for Assessing the Integration of Student Learning Assessment into Program Reviews, which noted different levels of development. Claudia and John will meet to discuss program reviews. It was stated that in the face of losing assigned time, documenting ongoing assessment would drastically decreased. Different options for continuing assessment were discussed. Claudia will distribute this document at the next dean's meeting and discuss program assessment with them.

- Those that attended the Annual Meeting stated that their take away was a sense of urgency to move forward. Preparations for the visit should start now. Assembling of groups to manage aspects of the visit need to begin.

3. EE Subcommittee Update

- Nancy announced that she will be leaving the university as she has accepted a position at another institution. She will be missed. Nancy reports that the committee met last week. Two issues were addressed. The issue regarding additional committee membership was discussed. In respect to administration/staff, the committee is covered but is lacking in representation from advancement or alumni affairs. The committee would like someone with the ability to write for a popular audience. John will ask the Academic Senate for names of possible candidates for the committee. Nancy stated ideally the committee should be comprised of 12 members.
- The subgroup formed to prepare the Next Steps essay met and has prepared a draft of the essay which is posted on Bb for review. Claudia stated that the essay needs to demonstrate an assessment element. Nancy stated she was not knowledge enough to write that element.
- The next project for the EE Committee is the learning outcomes assignment. Nancy showed the Steering Committee a brochure from Cal Lutheran that integrates and incorporates the learning outcomes graphically. The Steering Committee approved using this format in a similar manner.

4. C&PR Subcommittee Update

- The writing subgroups continue to work on finalizing their essays. The subgroups continue to meet regularly with the writer in order to accomplish a unifying theme and accurate data reference for the essays.
- A second draft of the Introductory Essay has been posted on Bb for review and comment. Dr. Lujan has been provided a copy to address the budgetary issue portion of the essay.
- Miriam noted that the 3 outcomes to the self-study should be made a link to the webpage.

6. E-Portfolio

- John and Claudia met with Denny regarding the e-portfolio. John distributed a document for the layout of the webpage. The committee discussed the webpage layout. Katie, the WASC Research Technician, will be tasked with compiling the data links to document the CFRs for posting on the webpage.
- The committee discussed the webpage layout. Miriam noted that the 3 outcomes to the self-study would need to be a link. Katie, the WASC Research Technician, will be tasked with compiling the data links to document the CFRs for posting on the webpage.

7. Miscellaneous

- John will ask Francis to write the section of the C&PR report explaining the evolution of the process from the beginning of the proposal process until now.

Next meeting: May 6, 2008 from 1:00 – 2:30pm in 98-T3-23.

For reference, the upcoming meeting dates are noted below. The time and location are the same:

May 20
June 3
June 17