

WASC Steering Committee Meeting
July 24, 2007

Attendees: Darwin Labardo, David Levin, Lisa Nashua, Claudia Pinter-Lucke, Lisa Rotunni, Don Straney, Kathy Street, Zuoyue Wang

Absent: Diane Cuneo, Francis Flores, Douglas Freer, Steve McCauley, Tomas Morales, Nancy Page-Fernandez, John Self

Meeting Notes

1. Approval of June 12, 2007 minutes

- The minutes have not been distributed. This item was deferred until the next meeting.

2. Educational Effectiveness Committee – Update

- The committee spent much of their last meeting discussing the winter event, “Achieving Our Mission: Stories of Successful Learning”
 - The event will be on February 19-20, from 11 am to 2 pm on both days, with the invited speakers from 4 – 5 pm on the first day.
 - Suggestions for the invited speaker include: Derek Bok, L. Lee Knepfelkamp, Ralph Wolfe, and several others.
 - Donors and community partners should be invited to the event as well as all members of the campus community.
 - The EE Committee will write a 2 page white paper, with a call for participants
 - The deadline to submit an application will be the first Friday in January
 - The topic can be an EE effort at any stage of its development. They will be divided into three broad categories: Faculty Center projects, Capstone projects, and Assessment Activities.
 - The committee need direction from the Steering Committee on who will handle the logistics, who will do the labor?
 - This sounds like another job for Ron Fremont (cue the music)
 - Perhaps the Collins Schools can put on the event as a senior project. We will talk to John Self about this.

3. Capacity and Preparatory Review Committee – Update

- Rose Kukla will replace George Bradshaw on the committee
- Rick Willson has resigned from the committee, and a replacement must be found.
- The groups continue to work on their theme-based essays.
- Lisa will begin working on the data collection

4. Discussion of Mini-Grant Proposal

- The Committee agreed that the one-page description summarized the recommended program. The criteria by which projects will be evaluated will help shape the applications that are proposed.
- Funding continues to be the major drawback. Tomas had suggested at a previous meeting that the Faculty Center Mini-grant funds be diverted for this purpose, but Peggy has already started promoting this year's Mini-grant program.

5. Discussion of Data Collection Form

- Suggestions to improve the form were discussed, including:
 - Instead of listing the educational objectives, list only the three themes
 - Ask for the email of the person entering the information
 - Ask for all of the information, rather than making some of it optional
 - Make it clear that an associated website is not required
- There was then a more general discussion about how to ensure that the campus community completes the form when they conduct an applicable activity.
 - Use the form as an application to put events on the Public Affairs Calendar and make a strong push for the use of the calendar.
 - Have an email sent out (manually or automatically) after the event asking for follow-up information.
 - Send to division leaders once a month a list of those events that have not submitted the follow-up info.
 - Claudia and John will talk to Ron Fremont about this.

6. Discussion of Research Technician

- There was strong agreement that an administrative support coordinator is needed in addition to the research technician, Claudia will talk to the new Provost about this.

7. Fall Event

- There was strong agreement that we not put on a month-long event this fall. Much of the attention in the early fall quarter will be devoted to the Capital Campaign and the P&R reports. The two subcommittees will plan individual presentations.