

WASC Steering Committee Meeting January 22, 2008

Attendees: Diane Cueno, Francis Flores, Darwin Labordo Herman Lujan, Steve McCauley, Nancy Page-Fernandez, Claudia Pinter-Lucke, Lisa Rotunni, Martin Sancho-Madriz, John Self, Donald Straney, Kathleen Street

Absent: Douglas Freer, Aida Morad, Lisa Nashua, Zuoyue Wang

MINUTES

1. Approval of Prior Meeting Minutes

- The minutes from the last December meeting were reviewed and a correction was noted. The January 8th minutes were reviewed and a correction noted. Both Minutes were accepted as amended.

2. Capacity and Preparatory Review SubCommittee Update

- Lisa reported that the formation of the focus groups are currently taking place and will be further discussed at the next C&PR subcommittee meeting. Lisa and Steve plan to attend the EE subcommittee meeting in order to discuss focus group needs with the facilitators from this group.
- Lisa reports that Monday is the deadline to get drafts of all three thematic essays on the website.
- An outline of the draft introductory essay was distributed to the Steering Committee for review. Steve states that there is currently a lot of overlap between the 3 essays and the intro essay but that this will be resolved once the essays are finalized. The final introduction essay is anticipated to be about 8–10 pages in length. The entire document should be no more than 35 pages.
- It was noted that in the first orientation portion of the essay, some mention of student learning should be made, as well as student demographics and student success. It was noted that an introduction to the themes should be included in the orientation session of the essay as well.
- Section 2 needs to include a response to the previous WASC report was included. It was suggested to possibly change the title to “Responding to Previous WASC Issues”. Also noted for this section was the inclusion of a section 2.4, Data Management (Warehouse).
- For section 3.3, Effects of “service impaction” there should be a discussion of the high service obligation.
- Section 4 Budget, needs to include a section on advancement. The budget section should be more a discussion of process, than of figures.
- Section 5 Facilities should also discuss the subject of infrastructure and how technology has been integrated on campus.
- For section 6, instead of calling it Academic Leadership, the title Shared Governance/Shared Vision might be better. A section 6.3 Leadership/

Administration should be added. Some aspect of human resources could be included in this section.

- Lisa mentioned that at the last annual meeting, it was stressed to tell the campus story, looking topically and then in theme.
- Lisa will include all of these recommendations and send out a revised copy.
- Claudia asked for a progress report on data collection from Diane. Diane states that the deadline is set for early February, and that she will be able to give an update at that time.

3. Capacity and Preparatory Review Subcommittee Update

- The EE committee reports that they have met once with the goal of reviewing the submissions to the winter showcase. There was one additional ad hoc meeting held to review some last minute applications. The EE committee had volunteered to facilitate and take notes at the upcoming focus groups. Faye Wachs has provided Nancy with a PowerPoint presentation as well as a book regarding focus groups. Nancy will review these materials at the next meeting.
- Claudia asked about the Learning Outcome Outreach effort. She is concerned that the scheduling of any meetings to educate the campus about the outcomes not conflict with meetings to discuss the strategic planning process. The desire is to not overburden people with obligations and confuse them with initiatives.

4. Winter Showcase Update

- Claudia provided a summary of the over 60 proposals sorted by division, and within divisions by college or area. The list did not include the student research submissions (approximately 20). Nancy stated that the EE committee reviewed the titles and the abstracts to make sure they articulated the learning outcome. About half did not. Emails were sent to those that did not and most have responded with changes. Overall, the committee was pleased with what was received.
- The budget for the showcase was reviewed. Claudia had not received any response to the request for input on the stipend. The Committee agreed that the \$100 per panelist was satisfactory. Claudia will follow up with Brandi Strand and Lisa McPherson concerning advertising for the panel presentation. It was felt that an invitation from the president to the campus would be appreciated.
- Two Poster workshops were to be held at the Faculty Center. Flash drives will be supplied to the three printing location to save poster data for archival purposes. Dean Straney will supply these.
- The itinerary for the panelists from CSUN was reviewed and approved. It was asked how much participation was needed from the committee. Nancy, Sharon, and Claudia will lunch with the panel at the Ranch. Arrangements for a room for the panelists to meet with a group from the class evaluating the event will be arranged by Pam.
- The printing costs of the program were discussed. It was agreed that a heavier weight of non-glossy paper would be used. Quantity ordered will be 500. Darwin indicated to Claudia that he would be willing to help on the cost of printing.

Claudia will discuss with Sharon and Nancy at the upcoming meeting the specs for the program and quantity needed.

4. Miscellaneous

- A discussion was held regarding the use and requirements for the potential writer. Don Hoyt had recommended Miriam Fultz. She has indicated interest in the project. Claudia asked for feedback from the group regarding this person and for any other recommendations for a writer. To date, this has been the only person considered. There was discussion regarding retaining a “reviewer” of the final document. This will be further considered.
- Claudia reminded the group that registration is now open for the WASC annual meeting. Due to the tight budget situation, she asked the groups to review the workshops and send only those groups members who would benefit most from the workshops and the conference as a whole. The best case would be if an individual could satisfy two needs. This will be discussed at the next meeting.

The next meeting date is scheduled for: February 12, 2008 from 1:00 – 2:30 in 98-T3-23.

For reference, the upcoming meeting schedule is noted below:

February 26
March 11
March 25
April 8
April 22
May 13
May 27
June 10
June 24