

**WASC Steering Committee Meeting
February 12, 2008
1-2:30pm**

Attendees: Diane Cueno, Francis Flores, Darwin Labordo, Steve McCauley, Nancy Page-Fernandez, Steve McCauley, Claudia Pinter-Lucke, Lisa Rotunni, John Self, Kathleen Street

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

MINUTES

1. Introduction of New Members

- Claudia introduced Dale Turner to the committee. He will become the new co-chair of the C&PR Subcommittee as Lisa is stepping back to give more time to other priorities. Lisa will remain on the C&PR Committee.
- Claudia also introduced Katie Xu, the new WASC research associate. Katie will work 20 hours per week.

2. Approval of Minutes

- The minutes from the last meeting were reviewed and a correction was noted. The Minutes were accepted as amended.

3. Focus Group Update

- The Teacher-Scholar essay now has a student focus group scheduled and a faculty group in the works. The dept. chair and administrative groups have yet to be formulated.
- John reported that the Student Success student focus group was very “gung-ho” about the whole idea of focus groups and very pleased at being asked for their input. They requested to be asked back to provide further feedback regarding changes they saw implemented. John stated that this might help with the whole WASC endeavor in that it should not be viewed as “cyclical” but as an ongoing process. Obtaining feedback from this group in the future could be documented as part of that process for WASC.
- The Institutional Excellence focus groups have all been conducted and notes are in the process of being transcribed.

4. Stories of Successful Learning – Winter Showcase Update

- Plans are moving along. The last meeting before the event will be held tomorrow. Programs have gone to print, an article has been placed in Polycentric and an extensive task list has been generated to accomplish all that needs to be done.

- Claudia asked that those present encourage coworkers to attend - students, staff, faculty and administrators.
- The guidelines for the participants will be re-sent by email. The provost sent the invite to the campus community rather than the president. A flyer will also be sent out as a URL for department chairs and administrators to distribute.
- A class will be evaluating the event as their BHS 426 Program Evaluation class project. Nancy noted that it would be nice to have pictures of these students performing their evaluation.
- All posters that were printed at the event-sponsored printing sites have been saved to flash drives. A photographer will be present at the event to take pictures of the other posters to place on the website.

5. Update from C&PR Subcommittee

- Lisa states that the committee is waiting to receive data from Diane to support the statements made in the different essays. The essays are all currently in very rough draft and the committee is planning to schedule a mini-retreat in order to do major revisions. Lisa also states that there is an updated version of the introductory essay and she will forward that to the Steering committee. It is the committee's understanding that Dr. Lujan will take a major role in writing the intro essay. Kathy Street offered to do a rewrite of the student success essay since the first draft was completed by individuals less familiar with the student profile and student services.

6. Update from the EE Subcommittee

- The committee met briefly with C&PR to talk about focus groups. Nancy received email from Ravi stating the he will need to step down as a member of the committee. The president will need to be informed and the Senate contacted for a replacement. Claudia will forward this information to John to send to the President.

7. Annual Meeting

- WASC annual meeting will be held April 16-19 in San Diego. The two subcommittees have been asked to determine which of their members should attend. The Early Bird discount expires on March 3.
- There are 14 workshops, half on Thursday and half on Saturday. There was a discussion of workshops and which would be most important to attend. It was noted that there will be a change in the rubric WASC uses for evaluating. It was agreed that this workshop (W13) would be more valuable than the "How to Host a Visit" workshop. Claudia will attend this one.
- Helen Rockett and Dale Turner have agreed to attend. Claudia asks if there is anyone else who would like to attend, to please let her know as soon as possible so that we can attend as many workshops as possible without redundancy.

8. Location of University Learning Outcomes on CPP Website

- Claudia informed the committee that she is responsible for the data tables concerning learning outcomes. In the course of reviewing these tables, she noted that the location of the University Learning Outcomes was the WASC website, which didn't see like the best place. Upon further investigation, she found that the University goals, vision, and mission are not on the University's website at all.
- It was agreed that all of these should be on a page not associated with WASC, and easily found from the campus homepage. John Self will be asked to work on this.

9. Other

- The committee discussed retaining a writer for the essays. Steve had recommended Carol Holder but when Claudia spoke with her she wanted to be more along the lines of a consultant/receiver. The next name mentioned was rejected. Don Straney said he might know of someone and would contact her.
- Nancy asked about the duties of the writer. The duties would be to take the rough essays and introductory essay, rewrite them to make one report that holds together with a common voice. WASC expertise and knowledge of "WASC verbiage" is also important.

The next meeting date is scheduled for: February 26, 2008 from 1:00 – 2:30 in 98-T3-23.

For reference, the upcoming meeting schedule is noted below:

March 25
April 8
April 22
May 13
May 27
June 10
June 24