

WASC Steering Committee Meeting
February 26, 2008
1-2:30pm
98-T3-23

Attendees: Diane Cuneo, Douglas Freer, Darwin Labordo, Steve McCauley, Lisa Nashua, Nancy Page-Fernandez, Claudia Pinter-Lucke, Lisa Rotunni, Martin Sancho-Madriz, John Self, Dale Turner

Absent: Francis Flores, Herman Lujan, Don Straney, Kathleen Street

MINUTES

1. Approval of Minutes

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

2. Winter Showcase

- Claudia distributed a simple budget prepared by Sharon Roth for the Winter Showcase event. It was noted more than half of the budget went for food. The committee agreed that the reception after the panel was not needed. Coffee and cookies prior to any special speaker or presentation would be sufficient.
- Claudia also distributed pictures of the event taken by Tom Zasadzinski as well as information regarding number of presenters, attendees and volunteers.
- The BHS 426 class, which was divided into 4 teams, was given as their course project to evaluate the event. They circulated a survey, attended the presentation, interviewed the panel, will conduct a focus group, and will review the data and report back to the Steering Committee their findings.
- Claudia stated to the committee that it is expected that the Showcase would develop into an annual event and she asks the members to think what office might be in charge for next year. (She then quickly hid under the table.)
- The planning committee for the showcase has a wrap up luncheon meeting scheduled on March 11th from 11:30 – 1:00 at Kellogg West. All Steering Committee members are invited.

3. Focus Groups

- Pam reported that the focus groups had continued to meet throughout the month of February to discuss the various draft essays. All of the focus groups assigned to review the institutional excellence essay had been held. The last group to review the Student Success essay will meet this coming Thursday. Focus groups were still forming to meet and discuss the teacher/scholar essay. It is hoped to have all groups completed by early March.

4. C&PR Subcommittee Update

- The subcommittee has scheduled a mini retreat for March 19th in order to review all the notes taken from the focus groups and will begin to incorporate their findings and review and revise the draft essays.
- Steve requested data from Diane to incorporate into the essays to make them more quantitative but she indicated that the data was not in a format that could be utilized at this point in time.

5. EE Subcommittee Update

- Nancy reports that the subcommittee met last Friday and discussed the showcase event. The feedback and suggestions for improvement were good and will be noted in the EE subcommittee meeting minutes.
- Nancy reports she discussed attendance to the WASC Annual conference with the subcommittee members. No one can attend. Since the EE report is not due until 2010, attendance this year is not as imperative as next year. Sending 3 or 4 people next year will be important in preparation of the upcoming report and visit.
- The EE subcommittee reviewed their timeline and discussed moving some items up one or two quarter earlier.
- The committee will review successful EE essays from other institutions in order to develop a criteria for preparing for their own.
- Status regarding the awareness campaign for learning outcomes was discussed. Nancy stated she is waiting for direction as to when this should take place. The committee discussed a potential timeframe for starting the campaign. Nancy stated a fall kick off would be effective, but Claudia expressed concern that this would coincide with the C&PR site visit and might appear staged. Nancy said that a fall timeframe might work in that spring was too soon to begin. Diane said the end of the year was a difficult time for most people but the earlier the process was begun, the better. Nancy stated she wanted to protect the integrity of the process so that feedback was worthwhile. No decision regarding timeframe was made at this time.
 - Claudia asked that the EE Committee develop a plan for this that could be reviewed by the Steering Committee.
- Sources for obtaining learning outcome data were discussed. Some learning outcome information can be utilized from the SSL event. The event displayed varying levels of understanding regarding learning outcomes. Nancy will review the data from the survey generated and the student evaluation group once completed, to see if there is any pertinent information. Claudia suggested asking departments to include in their program reviews how their program's learning outcomes relate to the University's learning outcomes might also be another source of information. Nancy states she will speak to Peggy Perry regarding information about how her learning communities' work relates to the learning

outcomes. The committee then suggested various methods for embedding the request for learning outcome information that might prove helpful

- Claudia asked the EE Committee to prepare a plan for embedding the university learning outcomes in existing activities, and getting data back.

6. Annual Meeting

- Noting that no one from the EE subcommittee would attend the conference this year, Claudia asks who from the C&PR subcommittee might attend. Dale indicated that he would attend the conference and workshops 2 and 9. Steve also indicated that he would attend and would follow a recommendation for workshop attendance. Carlos Navarrete also will attend.
 - Claudia asked Dale or Steve to find out which workshops each of these individuals will be attending to try to avoid duplication.

7. Other

- Lisa Rotunni distributed for review a draft WASC budget request to forward to the university. Lisa stated she included some actual costs such as personnel and the SSL event, but that other costs were projected. Martin suggested to increase the cost allocated for the writer in that the \$50.00 per hour seemed low. The committee agreed. Darwin suggested rounding up the total cost for staff to \$50,000 for this year. Lisa asked the committee for the comments on the budget for 08-09. The group felt the amount allocated for the annual meeting per participant was low at \$900.00 and should be increased to \$1200. Nancy stated she did not see monies allocated for “assigned time” or “summer salary” for co-chairs. A revision will be made to the budget to include assigned time and summary salary. The committee also discussed budget for next year’s showcase event. The committee agreed to wait and see what the survey states in order to make a more accurate determination as to what should be cut or added for next year.

The next meeting date is scheduled for: March 11, 2008 from 1:00 – 2:30 in 98-T3-23.

For reference, the upcoming meeting dates are noted below:

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