

# WASC Steering Committee Meeting

March 25, 2008

1:00-2:30 PM

Attendees: Linda Abelman, Diane Cuneo, Doug Freer, Steve McCauley, Denny Mosier, Claudia Pinter-Lucke, Lisa Rotunni, Don Straney, Kathy Street, Dale Turner

Absent: Francis Flores, Darwin Labordo, Herman Lujan, Lisa Nashua, Nancy Page-Fernandez, Lisa Rotunni, Martin Sancho-Madriz, John Self

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## MINUTES

### 1. Approval of Minutes

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

### 2. Steering Committee Charge

- Claudia distributed a second draft of the Steering Committee Charge for review. Francis had expressed at the last meeting a concern for the wording of bullet number one, as it alluded that the campus WASC committees were tasked to implement learning-centeredness at the university. Claudia stated, for another bullet, that the wording that the committee disliked was the actual wording taken from the WASC handbook. Don asked that the word “being” in bullet number one be changed to “working towards”. The second bullet was newly added and directly taken from the handbook.
- Kathy questioned the phrase “based on the university planning process” in bullet number three. Claudia replied that the wording was taken directly from the WASC handbook.
- Steve questioned the use of the words “ensure” in bullet number eight. He indicated that there was no way to ensure that the campus be involved. The term “engage” will be used instead.
- Claudia will make these changes and send out the charge one more time.

### 3. WASC Website

- The WASC website is currently being updated, under the direction of John Self.
- Claudia asked Denny about an additional website to link documents and information specific to the C&PR report. Denny stated that he had met with Lisa Rotunni with respect to creating a site to house documentation and links for the WASC visiting team. Denny stated he has contacted the Public Affairs Assistant, Angela, who is prepared to start construction on the site. Claudia asked Denny to prepare a mock up for review and suggested that he look at other exemplar WASC sites for ideas.

- Steve noted that there had been over 100 contacts to engage people in the C&PR process and would like to see this included on the site.
- Don noted that the P&R input can be used as data for the themes of the essays.
- Claudia asks about the location of the data for the proposal. Diane is tasked with locating this data.
- Pam will locate the appendices for the proposal so they can be posted on the website.

#### 4. C&PR Committee Update

- Steve completed a thorough review of the Institutional Proposal to make sure that the campus has done what was stated in the proposal. He distributed a document of such items to be double-checked.
  - a. Page 3 notes that a University wide alumni survey is to be completed. There was an alumni survey completed about three years ago. The response rate was not good. It was thought that another survey is in the works. Claudia asked Linda to follow up on the proposed survey and Diane to look for data from the previous survey.
  - b. Page 3 also notes a University Budget Committee to be formed. The Steering Committee states that this committee exists now.
  - c. Page 5 notes that the campus will perform another Climate Survey. The President has stated that this will be done this spring or next fall.
  - d. Page 8 notes that Academic Affairs will collect quantitative indicators regarding various items and that a special database will be built for the project and added to yearly. Claudia noted that the first part of this was referring to the dashboard indicators that the deans agreed to use in their annual reports. Don states that 90% of this data is available through the P&R website.
  - e. Page 9 states that the institution will develop an electronic portfolio. Denny has been tasked with this assignment.
  - f. Page 9 also states that University will conduct a marketing survey. Kathy states that the Admitted Student Questionnaire survey has been administered. Claudia asked if the marketing group of EMAC had administered any surveys.
  - g. Finally, page 9 says that a campus-wide expo in “Best Practices in Learning” will become an annual event. The Stories of Successful Learning event has satisfied this requirement.
  - h. Page 10 addresses the collection of qualitative data concerning faculty publications, development, scholarship and perception. The University RTP review plan was also noted. The consensus was that both of these initiatives are underway.
  - i. Page 10 requests results for student learning outcomes assessments conducted in leadership and cross-cultural programs sponsored by the Division of Student Affairs. Doug notes that SSL and the first year experience satisfy this requirement.

- Steve still noted a concern that P&R be accurately stated in the essays. Don says that P&R was a major campus wide learning event and the data collection has been pivotal in documenting where the University is going in the future. This concept will be reflected in the essays.

#### 5. Discussion of Themes for Report

- Claudia provided the draft statement of the Educational Objectives, the University Mission Statement, Shared Vision Statement, the University Values and the University Goals and Strategies as well as the pages 7 -10 of the Proposal as a basis for discussion about the theme for the C&PR Report.
- The committee agreed that the over-arching theme, “Cultivating excellence: Building a learning-centered model of polytechnic education” is still the theme for the entire report, and needs to be demonstrated in each of the essays. In addition, the three outcomes should cross all of the essays.
- Claudia has provided a link on the WASC Steering Committee Blackboard discussion board in order for members to provide input regarding the three themes and the one overarching theme.
- Claudia asked Dale and Steve to provide Pam with the most current drafts of the three essays to post on Blackboard in order for the Steering Committee to comment and help work on the essays.

#### 6. C&PR Mini-retreat

- Miriam Fultz, the writer, came to the meeting prepared and noted concern to the C&PR committee that the three essays demonstrated no coherent conceptual theme. She also stated a concern that the essays did not line up with WASC Standards.
- Miriam also asked how the data would be used to document the outcomes. Her suggestion was to use the 3 outcomes of the process from the proposal and weave the essays around these theme questions.
- The committee clarified the purpose of the C&PR committee to document and answer the question if the university has the capacity to show itself as a poly-technical, learning-centered institution. Don states that the essays should be viewed as a progress reports.
- The importance of meeting the CFRs was stressed. Claudia will check on the WASC standards to make sure we are using the correct version and report back on her findings.
- Claudia will work with Dale and Steve to provide an agenda and will attend the next meeting to help explain the C&PR process for the upcoming C&PR meeting scheduled on April 3<sup>rd</sup>.
- The deadline for Miriam to have the drafts to the committee for review was given to her as April 23<sup>rd</sup>.

Next meeting: April 8, 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:

April 22

May 13

May 27

June 10

June 24