

Institutional and Program Assessment Council (IPAC) Meeting Minutes

September 4, 2024

2:00–4:00 p.m.

LIB-201

Co-Chairs.

(Erlyana.Erlyana@csulb.edu and Adam.Kahn@csulb.edu)

- **Call to Order : 2:00pm**
- **Attendance:** Adam Kahn (Co-Chair), Pei-Fang Hung, Sharlene Sayegh, Heather Barker, Alexandria Cordon, David Sheridan, Colleen Dunagan, Emily Schryer, Kimberly Walters, Nana Suzumura-Smith, Ga Young Suh, Laura Vlad, Victor Wang, HOUNG-WEI Tsai, Jun Yan, Vas Narayanswami
- **Not attended:** Erlyana Erlyana (co-Chair), Sonia Wilmarth, Hossein Sayadi, Karin Griffin, Jennifer Nalasco, Janaki Santhiveeran, Jodi Cormack, Tiffanie Graves
- **Approval of Agenda:** Motin to approve the Agenda by David, second to approve the agenda by Sharlene agenda approved
- **Approval of the Minutes from May 1:** Motin to approve the minutes by Sharlene, second to approve the minutes by David minutes approved

- **Council Announcements**
 - Fall 2024 IPAC Meeting Dates: 9/4, 9/18, 10/2, 10/16, 11/6, 11/20, 12/4
 - Spring 2025 IPAC Meeting Dates: 2/5, 2/19, 3/5, 3/19, 4/16, 5/7

- **New Council Business**
 - Introduction of members and Steering Committee
 - The entire committee went around the table introducing themselves including steering committee members and ex-officio members
 - Adam went over the purpose of IPAC in addition to how IPAC changed from PARC which was the former committee's name before IPAC. Adam also highlighted the purpose of IASC
 - David reviewed PASC purpose for annual assessment. David also outlined Jodi's role with program review
 - Review IPAC overview
 - David introduced the topic for the committee, which is reviewing the assessment of university, reviewing programs reviews for departments and voting on the MOUs.
 - Then Sharlene reviewed the 2 sub committees' responsibilities
 - Sharlene provided slides for IASC vs PASC duties
 - She outlined that IASC norm rubrics for institutional outcomes (IO) & core competency for WSCUC accreditation. This semester IASC will work on rubrics for written communication and IO on Diversity.
 - David discussed PASC program assessment subcommittee. He said that starting last year PASC is about creating and promoting a culture of assessment across the campus and colleges. PASC members are in a faculty liaison role to reach out and engage with dialogue about

- assessment. The dialogue would promote the completion of the annual assessment which feeds into self-study program reviews and MOUs .
 - Members of PASC do not conduct assessment itself. The goal in each college is to grow in annual reporting and assessment habits.
 - Nuventive an online assessment tool has been introduced to colleges to promote the work of assessment to Canvas and Canvas to Nuventive data reporting.
 - Sub-committee assignments:
 - Sharlene discussed this topic referring to IASC policy requirements in IASC membership. Sharlene and Adam reviewed the committee membership.
 - Nuventive overview (Sharlene Sayegh)
 - Departments can now complete the program review in Nuventive.
 - Sharlene reviewed a department's information for a demo of Nuventive
 - Sharlene also explained the old method for program review reporting. She further explained that Nuventive is a repository with longitudinal access for assessment which helps promote the continuity of assessment and information over time.
 - New staff / leadership have access to department information upon entering their new role.
 - Sharlene explained the disciplinary and non-disciplinary timeline for program review and accreditation. Non-disciplinary review occurs every 7 years.
 - Nuventive gives them a template to create self-study in a program review.
 - Annual assessment is still growing in new program because it is new.
- **Council Adjournment:** 2:58pm
- **Sub-Committee Meetings**
 - *Program Assessment Subcommittee* (Co-Chair: Erlyana Erlyana)
 - Re-introduction of the members
 - PASC overview
 - Tentative agenda for next meetings
 - Assignments
 - Identify and schedule a meeting with Assessment committee of their respective colleges
 - Review Assessment templates
 - Subcommittee adjournment
 - *Institutional Assessment Subcommittee* (Co-Chair: Adam Kahn)
 - Re-introduction of the members
 - IASC overview
 - Reviewed IASC activity and achievements with oral communication rubric, also noted in the discussion is that GE Evaluation Committee subcommittee (GEEC) report to IPAC.
 - Heather said that last year's work provided a foundation of how to work efficiently on rubrics.

- The committee also developed list of artifacts to review the IO in diversity.
- Development of the rubric was important that the language used toward assessment of students in a non-deficit model.
- Written communication rubric/assessment
 - Sharlene will send out written communication rubric for our group to begin editing. Any rubric we use must be cohesive with GE learning outcomes So that we are complementary to GEEC work.
 - Social justice value rubrics were passed out for the committee to review.
 - Reviewed Social Justice Values rubric & IO list
 - Outcome 1 is where GEEC is foundation in oral and written communication. Outcome 2 is assessed at or near graduation. IASC does not do outcome 1. We do Outcome 2.
 - The committee also said that we will assess outcome 3 – diversity.
 - Assessment will come from student work
 - Sharlene has met with Associate Deans for classes focused on diversity she said that we can reach out to those departments
 - Jun Yan questions centered around what we are assessing within the rubric. Which was then answered.
 - Kelly asked what our goal by end of the semester which Sharlene answered to have the written communication rubric done. The goal for spring is to have diversity rubric drafted not finalized.
- Subcommittee adjournment: 3:55pm