

Institutional and Program Assessment Council (IPAC) Meeting Minutes

December 4, 2024

2:00–4:00 p.m.

LIB-201

Co-Chairs

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

- **Call to Order : 2pm**
- **Attendance:** Adam Kahn (Co-Chair), Erlyana Erlyana (co-Chair), Pei-Fang Hung, Heather Barker, Alexandria Cordon, Sharlene Sayegh, Ga Young Suh, Colleen Dunagan, Nana Suzumura-Smith, Victor Wang, Houg-Wei Tsai, Jennifer Nalasco, Janaki Santhiveeran, Sonia Wilmarth, Jodi Cormack, Hossein Sayadi, David Sheridan, Vas Narayanswami, Kimberly Walters
- **Not attended:** Jun Yan, Karin Griffin, Tiffanie Graves, Andrew Paredes, Laura Vlad, Emily Schryer
- **Guest:** Kevin Avila, Eugenia Kim, Nat Hansuvadha & Dr. Rebecca Bustamante
- **Approval of Agenda: Agenda approved**
- **Approval of the Minutes from November 6 Minutes approved**

- **Council Announcements**
 - Spring 2025 IPAC Meeting Dates: 2/5, 2/19, 3/5, 3/19, 4/16, 4/30 (Zoom), 5/7

- **New Council Business**
 - CIE MOU presentation (2:05 time certain) Pei- Fang presented the information for the MOU
 - Guest from department Eugenia Kim
 - Discussion with CIE staff
 - A question was asked about support for faculty business services? Staff said that the center support professors for faculty support and they have a legal retainer to support the process for labor certification documents.
 - For CIE the immigration analyst facilitates the faculty visa processing.
 - Discussion centered on ISS and ISAN and on boarding international student in campus transition?
 - Staff described the department spends a lot of time on paperwork and immigration paperwork. And programming with the students. This includes orientation for students along with predeparture orientation.
 - It was noted that there used to be a peer program to add to the orientation experience however CIE does not have that now. Created canvas courses for information for on boarding. Peer ambassador program used to exist but not anymore. Orientation prep course is used and maybe more staff is needed.
 - Heather suggested to add information of adding the need for peer ambassador support to come back. Orientation is a well done orientation program.
 - Jody asked two years ago, was that any part of the discussion with the external reviewers? And if so, were there any recommendations

that came out of that discussion in terms of organizational structure, infrastructure. Eugenia said that she did not know but added they have tried utilize the technology to cut down on a lot of the admin work that has to be done for documentation and for integration, which frees up a little more time for student programing.

- Another issue, mentioned was , international CPACE self-support students. Unfortunately, we found out that some of them are not allowed to use stateside tuition paid services. They are not matriculated. Department tries to do some intervention right now reaching out to the centers to see to what extent they can support the self-support students.
 - Guest explains that most student are more middle class over being wealthy and look to campus services to assist with supporting them while they are here.
 - Member of IPAC mention recommendation are too broad and representative had mentioned even more needs that the center needs.
- Liberal Studies MOU presentation (2:40 time certain)
 - **Pei-Fang provided MOU presentation**
 - Guest from department: Nat Hansuvadha & Dr. Rebecca Bustamante
 - Discussion: started with the teacher preparation advising center. About a year and a half ago staff engaged in a student center revisioning for the space where our student groups came up with a proposed plan for space in the college. They set -it up to have meetings where they could do professional learning workshops where they could receive academic support services in a space that was theirs. We just received \$500,000 from SchoolsFirst funds to bring in the furniture and different pieces that the students want, interactive boards and things like that that they can use in that space. Also the advising center has aligned with the campus objectives of moving towards holistic advising they provide students with a seamless experience the advising center is renamed the Student Success and Advising Center.
 - Liberal Studies also noted that they have BEACH XP peer mentor and ITEP pathway growth also. This program just launched
 - Guest reviewed current grant funding they are applying for.
 - They also noted that they're often child development students that are in child development interested in teaching and they do a lot of work with them, to make them aware of our scholarships and teacher pathways. The smoothest way to get to these types of students is working really closely with a lot of our community colleges and school districts so they have real good relationship with these schools districts
 - Houg-wei tsai asked the nation with the Science Education Department and the CSNM. You might want to add to that.
 - Guest answered that for liberal studies, our ITEP pathways, it could either result in students pursuing multiple subjects that allow them to teach like

TK through 8 or education specialist, which covers kindergarten – 12th grade. And the program has a dual credential called Urban Dual Credential Program. so, they can get the multiple subject and especially specialist like get their math or physics teaching credential

- Department guest added there are 300 level course for students interested teaching math or science form there a single subject credential can be earned
- The high impact practices of study abroad was noted. In this program students can take two capstone courses that they would need for example, the social studies course they they're going to Italy during winter break or the summer also offer visual and performing arts capstone in the summer time in London.
- Hossein asked plan to hire tenure track professor? Guest answered that Would be reliant on the supports at the institutional level. They added college lectures are eligible for a lot of the same awards that are given for travel and for professional learning. So we do have some internal mechanisms through our faculty council, through our, our Dean's office.
- Amendments: Sharlene asked should we postpone vote on three changes in the discussion of CIE, heather asked if the orientation should be added? Motion to postpone until amendments were made to MOU by Sharlene second by Kimberly motion approved.
- Move to approve Liberal Studies by Sharlene MOU Second Janaki motion approved
- **Reminder about consent calendar** and extra meetings in Spring.
 - Pei-Fang explained saying calendar is known as consent agenda based on Robert's rule of order. So that is a parliamentary process.
 - items on the consent calendar usually need to have time for discussion
 - the consent calendar was posted on the screen
 - Pei-Fang reviewed additional process information about the consent calendar for this spring 2025.
- Reviewed upcoming semester activity
 - completion 7 MOU in new format thank you Jody
 - IASC working on written communication rubric
 - Review artifacts for written communication rubric in April because rubric is not completely done
 - Sharlene will review for new members nature of work of IASC
 - PASC. 3 college meeting this term as PASC champions of assessment.
 - Finish 6 college all together in PASC for the entire academic year
 - Jody said midyear reminder for program reviews that June programs will be due along with external reviewer list. She asked about reaching out to colleges about their assessment champion to work with the departments under review.
- **Council Adjournment: 3:00pm**

- **Sub-Committee Meetings**

- *Program Assessment Subcommittee* (Co-Chair: Erlyana Erlyana)
 - College visitation discussed
 - Committee reviewed Spring 2025
- *Institutional Assessment Subcommittee* (Co-Chair: Adam Kahn)
 - Written communication rubric discussion committee briefly reviewed category 4 of the rubric and explained the next steps for next semester to continue on with work in the rubric.
 - Subcommittee adjournment 4:00pm