

Institutional and Program Assessment Council (IPAC) Meeting Minutes
February 5, 2025
2:00–4:00 p.m.
LIB-201

Please notify the Co-Chairs if you are unable to attend.
(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, Janaki Santhiveeran, Sonia Wilmarth, Jody Cormack, David Sheridan, Vas Narayanswami, Kimberly Walters, Karin Griffin, Andrew Paredes. Jun Yan, Emily Schryer, Laura Vlad, Daisy Alfaro, Alejandra Priede.
- **Not attended:** Tiffanie Graves, Jennifer Nalasco: Hossein Sayadi
- **Guest:** Chiara Ferrari, Anthony Byrnes, David Waldman, Kerop Janoyan, Sergio Mendez
- **Approval of Agenda: motion to amend the agenda to approve minutes from November 20th by Kelly and second by David; agenda approved.**
- **Approval of the Minutes from November 20: Motion to approve minutes by Erlyana and second Heather; minutes approved.**

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

- **New Council Business**
 - Cinematic Arts MOU presentation (2:05 time certain)
 - Pei Fang provided presentation-based or provided MOU draft.
 - Comments from department: guest – *Chiara Ferrari, Anthony Byrnes, David Waldman*
 - The guest indicated the need for staff. department staff acknowledged David did a great job working on the program review and meeting with the reviewers.
 - Heather question: faculty are lectures how many fulltime and how many are taking one to 2 class. Fulltime 0 lectures. parttime lecture carrying 12 – 15 units with 3-year contracts. There are 6 – 7 faculty with that workload.
 - Classes are so specific so it is more complicated to find COA staff that can teach more than one class due to the specific field of study.
 - Jody added that considering several options to filling this need might be best if resources are not available to hire staff.
 - The department said that graduate assistants would have to come from another department. And we have general needs for staff also. Administration roles need to be met in staffing needs.
 - Adam asked; Are there health and safety risks to the point that classes and projects can happen? The department said no. Things like labs and equipment availability could be expanded.

- Jody added that all outstanding MOU is met from last review.
 - Department said loading dock needed.
 - Discussion from committee:
 - Heather brought up capacity for growth? It is a transit issue, and we should leave it out of the MOU. Growth on our campus will happen in a different way.
 - **Sharlene motion to approve Cinematic Arts MOU and second by Erlyana. MOU approved**
- Chemical Engineering MOU presentation (2:35 time certain)
- Pei Fang provided a presentation-based on provided MOU draft. No prior program review.
- Comments from department: guest – *Kerop Janoyan, Sergio Mendez*
 - Questions from committee question about enrollment and growth of students in the program. This is a blended program.
 - The department said that they utilize on campus outreach efforts with current students and working with EAB to assist with recruitment.
 - Was asked time to graduation data? The program is 5 years old and there is not enough data to calculate that data?
 - Undergraduate degree come to this program: biomedical engineering because they do not have their own masters. department said this is a local program serving people in the local area for this field of study.
 - Janaki asked for collaboration with other colleges to the degree and with the degree.
 - Erlyana asked about having a master's degree to be in a job for chemical engineering.
 - The department staff present asked about the last point of MOU for student success data. Jody said that the set targets were a conversation that they will have with the CNSM Dean.
 - The committee asked to add explore degree partnerships with industry and other HE institutions.
 - Motion to approve MOU with added amendment by Sharlene, second by Janaki approved MOU as amended.
- **Council Adjournment: 3pm**
- **Sub-Committee Meetings**
 - *Program Assessment Subcommittee* (Co-Chair: Erlyana Erlyana)
 - Annual Report & Self Study status - PASC members' roles: Discuss the roles of PASC members
 - Discuss upcoming meeting requested by one of the CLA chairs.
 - *Institutional Assessment Subcommittee* (Co-Chair: Adam Kahn)
 - Written communication rubric discussion: Sharlene divided everybody into groups and teams that are going to work on each criterion on each level. Committee worked on their criterion for the remaining time of the meeting
 - Subcommittee adjournment:4pm