

WSCUC Steering Committee Meeting Minutes

February 5, 2020

9:00am - 10:30am

Thornton Conference Room

Attendance

- Lisa Bortman (Co-Chair)
- April Marshall (Co-Chair)
- Bryan Reeder
- Kendra Kilpatrick
- Jay Brewster
- Laura Ponder
- Brad Dudley
- Michelle Blas
- Brad Griffin
- Kailee Rogers
- Lindsay Jacobs
- Jonathan See (Zoom)
- Charla Griffy-Brown (Zoom)

Approach to Writing Essays

- https://drive.google.com/file/d/1MSnhD6ZvFn0iWVDeyzUjx_ifbl1d7NdB/view?usp=sharing
- In December, we should have had a summary for your plan to write the essay. If anyone has not done this yet, please submit them by the end of the month.
- The introduction that April is writing will discuss our Christian mission and what makes us special/unique. The tricky part of the essay is that it has to address the four items we were sited for during our last visit. She will remind them of our Interim Report and their response, and which items are being addressed in this report.
- Governance is one of the items that we were sited for, that is not being addressed formally in this report. April will address it in the introduction.
- Strategic Planning will be addressed in the Intro and with Standard Four. April and Jonathan will be in communication about how to address it and supporting documents.
- Diversity will be addressed in Standard One.
- Three Themes: You have to have something creative that makes you stand out; Information Sharing is our theme that will make us stand out.
- Last year, everyone was asked to write about our strengths for their essays. Now we need to write about the areas where we need to grow.
 - For the areas that were identified as “non-compliance,” we’re hoping to be able to say that we did further research and actually were not out of compliance, or that this is how we fixed the area to now be in compliance.
- Every claim needs evidence to back it up: policy, website, data, etc.

- The resolution always has to involve a process. -- Explain the process that is now in place so that the mistake will never happen again.
- Please put your evidence in the Google Folders. A member of OIE will be creating a website with all of the evidence for WSCUC to see.
- We should all use the same font. Calibri, 11, double spaced.
 - The editor will put it all in one voice and make sure it is in a uniformed format.
 - Total, the report should be 40-50 pages.
 - We can have as many supporting documents as we need.
- We will have “highlight” boxes at the beginning of each section (standard and theme essay). When writing, please highlight the most positive points of your area.
- In the proposal we identified outcomes that we hope to achieve for the three essays. We have to show that we’ve achieved them, so those should go in the highlight boxes.

Resources

- Past accreditation reports are housed on the OIE website, here: <https://www.pepperdine.edu/oie/accreditation/accreditation-2000-2012-cycle-of-accreditation.htm>
- Current resources are housed on the OIE website, here: https://www.pepperdine.edu/oie/accreditation/accreditation_2012-2021-reaffirmation.htm
 - For this accreditation process, you have to identify two to three areas of non-compliance, fix them before they come, and have deliverables in place and an assessment process to demonstrate that the changes are working.
 - In the spring of 2021 we will submit the report, and by then should have 6 or 7 deliverables and will hopefully have started to assess them.
 - That will be the focus of their visit.
 - That is why there is a year gap between their visit, and when we are completely finished; because we have to assess and make sure it is working.
 - We need to do a community review. April will go to each school and present our WSCUC report. She will also be the faculty face that will talk to WSCUC and explain the process.
 - We have six projects that we’re working on:
 - Meaning, Quality, and Integrity: Assessment
 - Use technology in assessment.
 - Streamlined the assessment reporting tools.
 - Changing “assessment” to “student achievement.”
 - Make the “Annual Student Achievement Report” part of the Program Review.
 - Working on updating rubrics so that they follow the same format, and each program has one rubric per PLO.
 - Revised Program Review and guidebook.
 - Connecting Program Review with governance and budget planning.
 - Faculty present their Program Reviews to University Committees.

- 3.3 Professional Development - Survey identified it as a weakness, but based on the data, we have increased our research spending. A new survey identified the issue as scholarship. In GSEP, there is a budget, but it is not being utilized. Perhaps this is more of an issue of not being utilized or known about.
 - They need to figure out if this is a school specific complaint, or across the university.
 - They will send Lisa a reminder to have the data disaggregated.
- 1.3 Academic Freedom - Identified as a weakness. We have statements, but they are not publicized. However, we do not have an academic freedom statement for students.
 - They have gotten no response when asking to bring this forward to the faculty council or student government.
- 1.4 Diversity - We've made progress: staffing, co-curricular programs, curriculum integration, university diversity statement, increase in international student population. But what hasn't changed significantly are our faculty/staff numbers regarding ethnicity and gender.
 - They will emphasize that this is something that should be a part of the strategic plan.
- 1.6 Grievances - As an institution, we need to store our grievances for six years, review them annually, present them to the dean's council. Each school should be collecting that data and reporting out annually. We need to demonstrate evidence that that is going to happen.

Standard Two - Jay Brewster

- <https://drive.google.com/open?id=1-4ITC2MBNi71fx6AFKVCikQ4ITtlhZq>
- Structure for the essay:
 - Academic Standards - Highlighting specific areas of growth:
 - Accreditation.
 - PhD in Global leadership
 - Student Engagement
 - High Impact Practices
 - Highlight Capstone Courses and Internships
 - Lisa advised that they use the Gallup Survey
 - Faculty Scholarship
 - Investment in teaching and student success
 - Innovation and Leadership (2.11)
 - Will use individual examples taking an international leadership role.
- General Education - Brad Griffin
 - Most of what he will write will be supplemental and referencing other documents
 - He will need to discuss the process of the GE committee

Information Sharing - Brad Dudley

- <https://docs.google.com/presentation/d/1YdtHkwm8qPIbb98VxntsCGJAUFDIYn49nqLL7dyqiE/edit?usp=sharing>

- Two products:
 - What does an individual program's Program Review flash report look like?
 - What does it look like if we put all of the Program Reviews together from one year? What patterns emerge?

Logistical Updates:

- We are cancelling the May meeting, and hosting a celebratory lunch in early July.
 - Lindsay will send out a doodle poll for availability for that.
- Each group has been invited to the Dean's Council:
 - February: Katie, Charla, Brad Dudley, April
 - March: Brad Griffin, Kendra, Michelle, Jonathan and Jay
 - You have one hour, so please figure out how you will divide your time. This is just an update, but make sure that the Deans know what you need from them, specifically - school specific information.
 - It is important for them to understand that we need their support, and there are things that we need their help to change/implement.