

WSCUC Steering Committee Meeting Minutes

April 8, 2020

9:00am - 10:30am

Virtual Zoom Meeting

Attendance

- Lisa Bortman (Co-Chair)
- April Marshall (Co-Chair)
- Lee Kats
- Michelle Blas
- Brad Dudley
- Katie Dodds
- Brad Griffin
- Jay Brewster
- Kendra Kilpatrick
- Jonathan See
- Charla Griffy-Brown
- Laura Ponder
- Lindsay Jacobs
- Kailee Rogers
- Bryan Reeder
- Jeannie Gentile
- Jens Cole

- OIE staff has been assigned to help each Standard/Essay Committee.
 - Jens Cole - Standards 1 & 3
 - Jens also started creating the appendices list
 - Bryan Reeder - Standard 2
 - Kailee Rogers - Standard 4
 - Jeannie Gentile - Knowledge Sharing Essay
 - Lisa Bortman & Yingying Hong - Meaning, Quality, Integrity Essay
- Survey Report Resources:
 - WSCUC Community Survey:
<https://drive.google.com/open?id=1DY0xGXFRr4VKUv-S2QHM4rZqyCmCwcjy>
 - WAAS Survey:
<https://drive.google.com/open?id=1z2-n7N3pPWV5ZVYz--uzrhNnpp3L7OtK>

Brad Dudley - Knowledge Sharing Essay

- The committee met yesterday, with Jonathan See as a guest.
 - Standard 4 Committee findings are similar: Information is out there and accessible, but it is not being accessed as much as it could.

- They have identified the opportunities where the Deans can help, and the outcomes that the committee can provide.
- Deliverables:
 - IMC is developing a template for a one-page flash report for Program Reviews
 - Lisa will share what information she thinks will be important to include
 - Creating a template for a one-page flash report that can be used by administrators to inform decision making
 - The Knowledge Sharing Data Portal that Jonathan and the Standard 4 committee are creating can also be used to pull information about student learning and program reviews.
 - Their committee is working on a way to keep track of what faculty research is taking place at the university so that it can be included in the Knowledge Sharing Data Portal &/or University Publications.
 - Strategic Plan - do faculty and staff have awareness about the previous strategic plan? The subcommittee has undertaken a project to create a communication plan to be able to report on the next Strategic Plan

Charla Griffy-Brown - Program Review

- The committee has the pieces about infrastructure and “where we are” written
- They are trying to capture the changes we have made in Program Review including the “why” and “how”
- The data is collected, now they just need to write it
- ASLC has re-designed the Program Review Template, Guidebook, and Rubric; and they are already in use

Katie Dodds - Meaning, Quality, Integrity Essay

- Deliverables:
 - Change the language from “Annual Assessment” to “Student Achievement”
 - Annual Student Achievement Report - New template that replaces the Annual Assessment Report
 - This template streamlines the reporting
 - The completed templates go straight into the new Program Review Template
 - Benchmarking project - getting a rubric, with a set benchmark, for each PLO from each program.
- The “Strengths” part of their essay has been written. They are working on writing the rest.

Jonathan See - Standard 4

- Strengths: We know that data is there and accessible. But there are opportunities to improve on the use of it for decision making, strategic planning, and program review
- They hope to be able to work alongside the Strategic Planning process to share the data they have collected.

- The survey highlighted areas that the community was not aware of, and that there was no mid-way checkpoint for an update on how the previous strategic plan was progressing. They will share this with the Strategic Planning Committee.
- They are working on finding a way to link each school's Strategic Plan to the University Plan, and vice versa.
- Deliverables:
 - Data Portal - there is a plan to have it in place by the time WSCUC comes to campus

Michelle Blas - Standard 3

- The committee wrote a draft of the "weaknesses" portion of the essay and sent it to Lisa for feedback.
- They are waiting on a few more pending pieces of evidence. When they get that data, they will make necessary adjustments to their essay before the final version.
- CFRs 3.1 & 3.3 were identified as weaknesses, but through their data collection, they found that they were not actually weaknesses.
- They will work with Jens to organize their information.

Jaw Brewster - Standard 2

- The committee is in the process of going back to the data and organizing it so that they are ready to write their essay.
- He is meeting with Brad Griffin to discuss his contributions about GE and Core Competency.
- Their focus is on: High Impact Practices, Efforts towards Student Success and Serving Alumni, Research and Scholarship.
- None of the CFRs were flagged as problematic, but there are places where we can improve.
- Question posed: Should we talk about online education in Standard 2?
 - Our online degrees are a change since our last accreditation report, so it will need to be addressed somewhere.
 - Online education is a core part of some of the graduate school curriculum, so it would be appropriate to address it here.
 - Perhaps David Smith could help with this.
 - April Marshall has a document from David Smith that outlines all of our online programs, to date. She can share it out if needed.

The two areas of weakness that Lisa sees are: General Education (part of Standard 2) and the use of External Stakeholders (part of Standard 4).

Brad Griffin - General Education and Core Competency

- The bulk will be the narrative of the creation of the Associate Dean position and the committee that was formed.
- He will check in with Paul Begin to see where he and his committee are at.

- We have assessed all of the Core Competencies now, but there has been limited participation from the Graduate Schools.

Michelle Blas - Standard 1

- The committee has a draft written and sent to Lisa for feedback.
- They will speak to the Deans about academic freedom to make sure that the statement is available on every website and in every handbook so that it is consistent.
- Progress on Diversity has been slow, but is being made.

April Marshall - Introduction

- She has mapped out what to include to introduce each standard and essay.
- She will need to address the ways we are versatile, responsive, and adaptive. She has a good understanding of Seaver's status and of the evidence available.
 - She will need updates from other committee members representing the graduate schools.
 - This will also tie into our Mission.
- She will need to also discuss progress we've made in the four areas WSCUC identified:
 - Diversity
 - Assessment
 - Strategic Planning
 - Governance - this is the only area not being addressed in another essay.

Conclusion

- Announcement from April Marshall: The Deans have requested a document with what is needed from them with deadlines. Given the circumstances surrounding COVID-19, their meeting got moved. The deadlines given by the committee have been amended to fit the new timeline where necessary. That document will be shared with the Dean's, and this committee, on Friday.
- July 17 is the deadline for final reports.
- WSCUC asks for a 1-2 page overview of our strengths, challenges, and the progress we've made on them.
- They also want a short paragraph with supporting documentation for each CFR.