MINUTES

WSCUC Steering Committee

Date: May 5, 2017 | ***Time*** 10:00am – 11:30am

Attendance

Karin Elliott Brown, Jennifer Miller, Holly Menzies, Benjamin Lee, Andrew Chavez, Parviz Partow, Bill London, Michael Willard

Not in attendance: Amy Bippus, Michele Dunbar, Jessica Dennis, Andre Ellis, Laura Whitcomb

Call to Order.

The meeting was called to order at 10:04 a.m.

Announcements

- Karin Elliott Brown announced that four members of Steering Committee were at CSU Fullerton Assessment Conference.

Approval of Agenda and Minutes

Ben Lee motioned to approve the agenda. Parviz Partow seconded the motion and the agenda was approved. Bill London motioned to approve the minutes from April 7. Michael Willard seconded the motion and minutes were approved.

5-10 Minute Reports from Writing Teams

- Essay Team 3 reported that about half of departments have responded to MQID questionnaire. They are working on coding the qualitative data from the department mission statements and learning outcomes. The team mentioned that they would present their findings to departments and will encourage conversations about the meaning of degrees and curricular roadmaps and pathways. Dr. Brown will present some of the MQID findings to the Graduate Subcommittee of EPC in the fall as Institutional Graduate Learning Outcomes are developed.
- Essay Team 2 reported that the self-assessment survey has been presented and distributed to ASI, President's Leadership team meeting, staff, and student life MPPs. Jen reported to the team that the Student Life website is up and is now being managed by the Dean of Students.
- Andrew Chavez reported on behalf of Essay 4. He mentioned that Essay Team 4 was finalizing a draft and preparing it for the Steering Committee for a second round of feedback. In an email, the team leads asked the team members to finalize their sections, add links, and provide a rating of how well each CFR is addressed in their essay.
- Andrew reported on behalf of Essay 6. He mentioned that the team had its final meeting and that a final round of feedback was provided on the essay. Though most of the narrative is complete, there were still a few topics to be added to the essay (examples of how courses were changed as a result of assessment, etc.)

- Andrew reported on behalf of Essay Team 7. He mentioned that the writing team members of Essay 7 each sent drafts to Laura and she was preparing a rough draft for the Steering Committee to review by the May 19th Steering Committee meeting.

Review of Essay 1

The Steering Committee provided feedback on Essay 1.

- The naming of the Rosser Hall and the opening of the DTLA campus should be included in this essay.
- Mention the North Campus project and also add that Cal State LA has historically been a commuter campus but has expanded infrastructure for housing, which increases access and promotes the building of community among students.
    - Consider adding a section on the Cal State LA busway and train station, which could be supplemented with data from university-wide commuter survey that is completed annually in April/May.
- Jen Miller and Mike Willard have information on election debate viewing events that helped to foster engagement among students in the election.
- The new non-smoking policy should be mentioned in this section.
- This essay also needs to include information on the new Cal State LA brand.

Review of Essay 5

The Steering Committee provided feedback on Essay 5.

- Improvement since last WSCUC review needs to be addressed briefly.
- Feedback on first table:
    - The reported 6-year graduation rate should be updated.
    - The Steering Committee raised concern on the use of term "URM". Robert Lopez may be able to provide feedback on which term is most appropriate to use in narrative.
    - Include 4-year rate graduation rate and mention it is the institution's best opportunity for improvement
- The Steering Committee recommended that the first paragraph be removed.
- The section should be titled Commitment to Access and Student Success.
- Transfer-model curricula have already been developed at Cal State LA in collaboration with the California Community College District. Bill London will write a section on this and will send it to the Team 5.
- The Center for Engagement, Service, and the Public Good section may be a better fit for Essay 1.
- Andrew will contact Jason Shiotsugu to set up a meeting with Karin Brown to get a narrative on undergraduate research.
- The essay should include information on the centers and institutes, thesis and culminating projects, a summary of funding for RSCA, and should include a description of the graduate writing consultants and thesis reviewers (student success fee).
- The essay should also include information on the MORE program and describe how Cal State LA has the most Latino students going into Ph.D. programs in STEM in the nation.
- When discussing institutional data (NSSE), it should be mentioned that we are supporting students through various measures (culminating projects, senior theses, capstone projects, etc.) but these efforts

may not be reflected in national surveys because of differences in nomenclature between institutions, programs, and national survey administrators.

- Tables and figures should have one sentence of description
- We have seen an increased flux in admissions, an increase of RSCA, and an increase in the hiring of faculty which has made issues of space more urgent to address. We are conducting a space inventory to allocate resources to address the new demand.
- Lisa Chavez has a PPT on software that tracks space. Andrew will locate the PPT and share it with the team.
- Parviz will send Essay Team 5 new information on EAB and advising from Tom Enders.
- The essay should mention Jim Bersig and Cal State LA's use of educational technology.
- The essay should have a sub-heading titled "Student Wellness".

Review of Summer Timeline

- Will be discussed at the May 19th meeting

Feedback on Support needed from Public Affairs

- Will be discussed at the May 19th meeting

Questions and/or concerns for the Steering Committee

N/A

Adjournment

The meeting was adjourned at 11:38 a.m.