Attendance

Karin Elliott Brown, Jennifer Miller, Amy Bippus, William London, Holly Menzies, Michele Dunbar, Benjamin Lee, Andrew Chavez

Not in Attendance: Parviz Partow, Andre Ellis, Laura Whitcomb, Jessica Dennis, Michael Willard

Call to Order.

The meeting was called to order at 10:14.

Announcements

Karin Brown announced that the Graduate Student and Faculty Mentor Recognition Reception is scheduled for April 18 and invited the Steering Committee to attend. Andrew Chavez reported that the Assessment Faire is scheduled for April 12 and informed the Steering Committee that a reminder to RSVP would be sent out soon with details on who will present at the event. Wayne Tikkanen and Michele Dunbar will present at the Assessment Faire on GE redesign. Andrew also announced that the Annual Reports on Program Improvement for the 2010-11, 2011-12, 2012-13 academic years were posted onto the WSCUC Steering Committee Smartsheet.

Approval of Agenda and Minutes

The discussion of the draft of the organizational chart that Andre Ellis created was added to the minutes of the February 24th meeting.

Holly Menzies motioned to approve the minutes for February 17 and 24. Benjamin Lee seconded the motion. The minutes for February 17th and 24th were approved.

5-10 Minute Reports from Writing Teams

- Essay Team 5 reported that Rebecca Joseph has joined the writing team and that the team has started writing drafts of their essays. The team was encouraged to contact the Director of Research for information on RSCA programming.
- Essay Team 1 reported that they have developed a timeline for tasks and will be addressing issues of change since the last WASC reports.
- Essay Team 2 reported that Michele Dunbar drafted a survey form of the Review under WSCUC Standards Worksheet and that the Essay 2 team was currently editing it. The team reported that once the survey launches and data is collected, the results/data will be given to each team for review.
- Essay Team 3 reported that they were going to present a draft of their Meaning, Quality, Integrity of Degrees short survey to EEAC. The team planned to attend meetings with the Associate Deans, department chairs, and EPC for their assistance. The team reported that they were going to analyze program learning outcomes and mission statements to identify themes across departments. Team 3 also

reported that they were collecting data on exemplar departments who went through the conversion plus process. They will also include in their essay information on faculty support and new hires and how they relate to Meaning, Quality, and Integrity of Degrees. The Steering Committee suggested that Essay Team 3 contact some departments or programs that have strong connections with external stakeholders (Social Work, ECST, etc.) to get more information on MQID and how it relates to alumni.

- Essay Team 4 reported that their essay would cover student learning outcomes and that although there may be overlap with Essay 3, details of learning outcomes should mostly be covered in Essay 4. The Steering Committee recommended that each team keep links to documents or websites that could be used as exhibits. Because not all links may be necessary to include, the Committee will later decide on which links will go in the final report.

- Essay Team 6 reported that they were gathering information on Quality Assurance and identified Lisa Chavez and the president's auditors as the contacts who may have information pertinent to Quality Assurance. The Committee suggested that the team revisit the CFR worksheet to consider other information that may be included in Essay 6 (e.g., information on sustainability practices, Powerpoint of new facilities software). The team also reported that they had a draft of their essay started and that each member was working on a specific section.

- Essay Team 7 reported that each member had located different documents that relate to the four areas of overlap between the strategic plan and resource allocation (1. Engagement, Service, Public Good, 2. Student Success, 3. Welcoming and Inclusive Campus, 4. Academic Distinction). The Steering Committee suggested reaching out to Eric Bullard from the College of Professional and Global Education for the PowerPoint on programs that relate to international students, faculty, and scholars, and domestic students who study abroad.

Questions and/or concerns for the Steering Committee

- Team members were not certain of when the last meetings for the writing teams wuld take place. The Steering Committee advised that as long as the leads get the deliverables they need, it wasn't necessary to meet past the first week of May.
- Team members were unclear about the process for feedback on each essay. Members decided that it may be best to start with general, global comments of the overall report and then individual members could give more detailed feedback on certain essays.

Timeline for Deliverables

Team leads were encouraged to set up a timeline for deliverables for each writing team member.

Upcoming meeting dates for spring semester: 3/24, 4/7, 4/21, 5/5, 5/19

N/A

Call to Order.

The meeting was adjourned at 11:24am.