

# WSCUC Steering Committee Meeting Notes

Friday, November 6, 2020 – 2:00 to 3:00 p.m. Via Zoom

## Attendees

*Present:* Debra Jackson; Doreen Anderson-Facile; Claudia Catota; Vanessa Chicaiza; Robert Frakes; Aaron Hegde; Jackie Kegley; Michael Lukens; Ilaria Pesco; Michelle Ponci; Brian Street; Jinping Sun

*Absent:* Dwayne Cantrell; Rhonda Dawson; Kris Krishnan; Markel Quarles; Valari Kirkbride

## Important Dates

- Spring 2023                      WSCUC Special Visit
- May 2024                         WSCUC Mid-Cycle Visit begins
- Spring 2027                      WSCUC Offsite Review
- Fall 2027                         WSCUC Accreditation Visit

At the last meeting we asked members to take leads on the following WSCUC Recommendations and what they want to see at the special visit in the spring. Here is where we are and identifying any roadblocks.

## WSCUC Recommendations

1. **Institutional Research** - Vernon Harper
2. **Program Review** - Jinping Sun
3. **Academic Support Services** - Brian Street
4. **Graduation Rates** - Ilaria Pesco and Debra Jackson
5. **Faculty and Staff Diversity** - Claudia Catota
6. **Strategic Planning** - Vernon Harper
7. **Administrative Assessment** - Dwayne Cantrell and Debra Jackson

## Special Visit in spring 2023 to address:

- a. **Institutional research capacity.** Please provide:
  - i. Proactive data reporting and analysis strategy
  - ii. Evidence of useable data sets to inform decision-making
  - iii. Description of data education and outreach to the campus community

**Progress:** Experiencing transition in IRPA—Dr. Krishnan is retiring, and Monica Malhotra is replacing him on December 1. Dr. Harper shared his excitement that she will be working on this item. We will invite her to Steering Committee Meeting on how to proceed.

- b. **Program review.** Please provide:
  - i. Description of revised program review process and realistic program review schedule
  - ii. List of scheduled, performed, and completed program reviews
  - iii. Two examples of using program review results for continuous improvement

**Progress:** Monica Malhotra will contact individuals on providing correct and relevant data.

**Jackson** proposed to tell IRPA what kinds of data programs need in order to complete their self-studies, rather than getting a lot of data in which to have to sort through.

**Hegde:** The Self-study may not need a lot of data, but his department has small and large programs and the kind of data changes. Time to degree is reported; depends on what they are going to do with it. The Self-study does make a difference, but what is required now doesn't meet the needs. UPRC recommendations are being considered and will be looked at in spring for Self-study. Recruitment is another set of data needed. Unrepresented student data is needed and how it has changed over the years. Depends on user of the data is, and this is what is needed.

**Anderson-Facile:** Wants to see FTEs, Faculty-Student ratio; years to grad; cost per student; % of program in GE to move forward to advance and improve program. What are the expectations of the UPRC, and linked with IRPA, so that data comes to the user that is relevant and in order.

**Sun:** Recommended creating a data dashboard and that UPRC works with IRPA so that all required data points to write self-study and program plan, not having to go everywhere to collect data.

**Progress:** Sun told the committee they reviewed WSCUC program review documents and the other 22 CSUs and program officers of 7 CSUs and learned about program review practices and processes. End of summer a report was completed that summarized and provided recommendations. Sent to Senate and UPRC. Created and implemented a form to apply for extensions. Revised policy and procedures of 2010. Submitted to Senate. UPRC workshop held and learned to write successful program report. UPRC revising self-study template; ending with a list of data points required for review process. Hope to hear from Senate by end of academic year. Hope that policy reviewed and approved this year, and next year implementing recommendations. Making changes and having ready for WSCUC by spring 2023.

**Jackson** asked Hegde if they could provide UPRC to use Ag Business Self-study as an example and post to website. Hedge agreed. Music as well can be put on website as another example.

**c. Academic support services.** Please provide:

- i. Data on students served, disaggregated by demographic variables
- ii. Organizational charts, staffing ratios, and resource allocations to service units
- iii. Evidence of effectiveness of academic support services

**Progress:** **Street** said Advising, tutoring, supplementary instruction and course scheduling are forming targets. Made some good progress getting some data. Working with each area for data acquisitions—org charts, staffing ratios, resource allocation, students served across several demographics. Organizing in each to provide summaries and reports for each 4 categories. Inside Track process needs to conclude so that their data can be combined in the summary and reports, especially for the advising category. In the new year they hope to have a draft report for group to review. Have data summaries before spring semester and can work on tasks and goals and priorities to implement before the next visit.

**Jackson** included that Inside Track completed campus evaluation on advising, report is expected in next couple of weeks for recommendations on advising services. Council for Faculty Advising has been formed and met three times to discuss faculty advisors and clarification, needs of fac advisors, and training sessions about student crises and difficult conversations. The faculty of the council, as well as all Chairs will attend training and pass along information to other faculty, as training is not yet available to every faculty member.

It was mentioned from a few members that communicating the training via Outlook for faculty and Chairs could be clearer.

**d. Retention and graduation rates.** Please provide:

- i. Graduation rates from spring 2019 to spring 2022 disaggregated to assess equity gaps
- ii. Retention rates for the same period disaggregated to assess equity gaps

**Progress:** **Pesco** said that they will continue to track equity gaps and graduation rates and make sure that documents are ready for the visit, and that Deans have access to data to see that folks in schools are broken down into URM able to see impact in schools and the students' classes in their areas.

**Jackson** shared graduation rates from the GI2025 site.

**Hegde** asked if the data will reflect impacts from this term and next.

**Pesco** said that the legislature will make the determination on how or if data is going to be adjusted due to COVID. **Jackson** said that when other CSUs have asked for a reprieve, the legislature did not adjust.

**e. Diversity.** Please provide:

- i. Diversity plan or strategy
- ii. Numbers of underrepresented faculty and staff from spring 2019 to spring 2023

**Progress:** **Catota** working to get Campus Climate Committee off the ground by next semester. That committee will create an action plan or diversity plan and strategies for campus. URM faculty—Faculty Diversity Initiative allocated \$1,500 to each Affinity Groups, updated template for tenure-track job announcement to incorporate best practices from the faculty diversity roundtable, and also will allocate \$10k to support diverse faculty in attempts to get tenured on campus.

**Jackson** asked **Catota** if there were any projections of what proportion of hires would be URM vs. non URM that would make a positive impact on our diversity, improving representation on the campus, or a goal in mind, and what would we need to do to reach that goal proportionate to our student body.

**Catota** said the tenure-track faculty is lacking in diversity mostly and will discuss with Faculty Diversity Initiative what would be appropriate.

**Hedge** said it could be helpful to identify what is diversity on campus. Agrees we should focus on tenured/tenure-track faculty of color. Recruiting is an issue, but retention is a bigger issue.

**f. Strategic plan.** Please provide:

- i. Metrics for strategic goals
- ii. Update on progress in meeting goals

**Progress:** **Catota** the collection of data and where to post it—working on website to capture data, is an issue. **Jackson** mentioned that this could be discuss with Monica Malhotra when she gets here.

**g. Plan for the regular assessment of administrative units**

**Progress:** **Jackson** said **Cantrell** and she worked on a proposal that's going to Cabinet in a couple of weeks, regarding assessment of units. WSCUC wanted us to assess every unit across campus. Need to be working on processes of continuous improvement, beyond Academic and Student Affairs, to all of campus. Will report back when they receive more information.

**Other business:**

**Jackson** wanted input from the Committee on what this Fall WSCUC Campus Update could include that would be helpful in keeping campus informed that accreditation is an ongoing process.

**Hedge** offered that an update could be made at Senate so that it's in the minutes, or post on the Accreditation website.

**Anderson-Facile** agreed that an update at Senate or DCLC would be valuable. A one-page synopsis also could be helpful and offered assistance with that if needed. Chairs, administrators and Senate are the key audience.

**Meeting adjourned 2:57 p.m.**