

WSCUC Steering Committee Meeting Notes

Friday, May 14, 2021 – 2:00 to 3:00 p.m. Via Zoom

Attendees

Present: Debra Jackson; Doreen Anderson-Facile; Debbie Boschini; Dwayne Cantrell; Vanessa Chicaiza; Bob Frakes; Aaron Hedge; Jackie Kegley, Michael Lukens; Monica Malhotra; Ilaria Pesco; Michelle Ponci; Brian Street; Jinping Sun

Absent: Claudia Catota; Rhonda Dawson; Markel Quarles

Action Items:

- **All** area leaders to provide **Jackson** brief sentences about updates for the next Campus Update going out.

Updates:

Jackson started by thanking Vanessa Chicaiza for her service and leadership to the University, Committee, and congratulations on her graduation.

Also, thanks to Michael Lukens for service on WSCUC Steering Committee and to the University. He will be leaving to Fresno.

Expectations from WCSUC is obtaining permission to deliver distance education programs. They allowed temporary authorization and that is expiring December 31. Will need to let Chairs know this and maybe have workshop to fill out the paperwork to get extended permission. There are new regulations on distance education and will send these with the communication. Additionally, they eliminated the mid-cycle process, so our visit in May 2024 will be replaced with an annual report that will be reviewed. Still expected to do the special visit in Spring 2023. Need to fulfill the minimum recommendations.

Introduced and welcomed Monica Malhotra, AVP of IRPA, Ilaria Pesco, AVP for Student Success, and Debbie Boschini, AVP-Faculty Affairs, to the Steering Committee. The new ASI president is Stephanie Magana and will join us in the Fall.

Updates on Recommendations:

WSCUC Recommendations

1. **Institutional Research** – Monica Malhotra
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 and Brian Street
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: Malhotra said they are hiring 2 new staff in the department and building degree search capacity to campus. Proactive data reporting and usable data sets, and being able to reach out to campus is also a

focus. This requires infrastructure, which is something they are working on as well. Monica will send Jackson verbiage for the Campus Update.

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: Sun showed the Committee a PowerPoint presentation. Revised current policy and procedures were submitted to the Academic Senate on October 17. A workshop was held at the end of October. After, they posted some exemplary reports online as a recommendation from the workshop participants. Participants also suggested program review writing group leaders, which was done 4 times this semester. Strongly recommend future meetings be held. Reviews of Biology BS, MS and Human Bio Sciences, and Chemistry and GE were completed. Provost Harper held 11 MOUAP meetings this semester with help from Academic Programs. 3 MOUAPS have been signed. Rewriting template for the self-study program plan. Created a template for accredited programs and external review, wrote success story for one of the programs that used program review process for continuous improvement. Sun is hopeful that Senate can respond to revised policy and procedures. Without approval, UPRC has no authority to make any changes. The timely completion of MOUAPS she hopes that Senate can address as well. At the workshops, a concern was made about getting alumni information. A recommendation was for faculty to work with the office of Alumni Engagement. She also shared that 24 programs are coming up for review. Another recommendation to the Senate is that some positions are not filled. Need to send out a call for interest for UPRC task force.

Pesco: Where is the accountability for departments that haven't submitted self-studies on time, and to do so by 2023. **Sun** said that Carrot and stick approach is being used. Reminders are continually given to the departments.

Jackson: The task force would be charged with coming up with some tools in the toolbox to get the reviews done. Regular workshops could be provided every year as support. Other CSUs that tell the programs that the review would continue even without the self-study and may be taken up by the task force.

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 spent a lot of time meeting with respective areas. Through the process, items ii is in the report that was published and going to campus soon. Concern and issues were that across schools, there is no consistency related to data capture or even being captured at all. **Jackson** said that produced report has some very relative and reflective information about how to improve these areas. Report will be rolled out to the Deans in June to consider. In the fall the report will be shared with Chairs, ASI, Advising Leadership Team, Council on Faculty Advising, and Academic Senate. Around November it is intended to be shared in an open forum to give feedback about direction to take to Academic Support Services to best serve students. **Street:** The report is a good resource to make some inferences and conclusions about how to move forward. Organizationally, technologically, changes can be made across the board. Integration and communication, and improving staff/student ratios are also important components. There are collegiate and university standards on ratios.

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 predictions and updates on rates will be provided to the campus soon, as well as information from Student Affairs Equity retreat, meeting in next two weeks.

e. **Diversity.** Please provide:

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

Progress: **Boschini** said she is looking forward to working with Catota and sharing more later. Will report on how Affinity Groups used funds and how the money for faculty was awarded and for what projects.

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

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

Progress: **Street** told the group that each of the Co-Chairs of the Strategic Planning Committee discussed how to collect and report on each of the goals. More discussion is needed on data collection and reporting, specifically. **Kegley** said that she and Thomas Wallace are meeting next week and should have something together by the fall.

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

Progress: **Cantrell and Jackson** presented a proposal to Cabinet. No updates were given by Cabinet at this time but would take up the issue after commencement.

Other business:

Please provide **Jackson** some brief sentences about updates on their specific areas for the next Campus Update going out.

Frakes informed the committee that Cantrell and team, Zuzarte's team and Frakes made a link to the Fall schedule for tracking enrollment trends and making informed decisions. Chairs have said it is a useful tool.

Meeting adjourned at 3:04 p.m.