

Academic Affairs Committee Meeting

Thursday, September 1, 2022

10-11:30am

BDC 134

<https://csub.zoom.us/j/85206039638>

Meeting Minutes

Present: Daisy Alamillo, Janet Armentor, Heidi He, Debra Jackson, Maureen Rush, Danielle Solano, Mary Slaughter, Michael Szolowicz, John Tarjan (Chair)

Absent: Andreas Gebauer

1. Welcome and Introductions

Some members attended in person and some attended via Zoom. There was slight delay getting started due to technical issues. John Tarjan welcomed everyone and we introduced ourselves. **John Tarjan will check with Katie Van Grinsven to make sure the correct Zoom link is in the Outlook invite.**

2. Approval of the Agenda

The agenda was approved with the addition of electing a Vice Chair for the committee.

3. Vice Chair

Dani Solano was willing to serve as Vice Chair. No other committee members were interested. Dani Solano was elected as Vice Chair.

4. Announcements/Reports

John Tarjan shared that the Senate Executive Committee was backed up, so we don't have many items on the agenda yet.

5. AAC as the Interschool Curriculum Committee

a. GST Course Discontinuations (Debra Jackson)

Debra Jackson explained that the Office of Academic Programs schedules all GST courses. She recently looked through all the GST courses and noticed some that have not been offered in the past five years. Debra

Jackson emailed the appropriate faculty asking if they could be removed. Janet Millar replied that GST 1030, 1040, and 1160 were offered by the counseling center to help students meet unit requirements during the quarter system and agreed they were no longer needed. GST 2400 was offered by a club that no longer exists. Steve Gamboa confirmed that the course could be removed from the catalog. There were no objections to this proposal. **John Tarjan will sign the Course Proposal Forms and forward these to the Office of Academic Programs.**

6. Potential Referrals (Materials can be found in AAC Box folder.)
 - a. Academic Programs Assessment Quality Feedback (materials forthcoming) (Debra)

Debra Jackson is member of Strategic Plan Goal 3 which is concerned with improving assessment quality. She shared that many programs are just told whether they have completed assessment, and not provided quality feedback. She shared some suggestions to address the issue. One idea is to have all schools do something similar to BPA where the curriculum committee serves as an assessment oversight committee. Another idea is to mirror what CSU Fresno does; it has an elective body that meets over the summer to provide feedback on assessment.

Maureen Rush shared that is the new NSME coordinator and she has very little training and was concerned about the lack of expertise on the campus. Debra Jackson shared names of some folks on our campus that have extensive assessment experience and Heidi He also mentioned that programs (such as Nursing) who must do assessment for accreditation purposes course serve as a resource to other programs. Janet Amentor shared that her Sociology has a department assessment coordinator (who is not compensated). She thought the SSE Curriculum Committee was too busy to take on assessment; other committee members agreed that the having school curriculum committees take on assessment may not work for every school.

John Tarjan shared that some programs were not doing assessment (or were not documenting assessment). He shared the options we can take as a committee. Michael Szolowicz expressed concern with having an assessment committee as there is no guarantee that those committee members would have the appropriate expertise. Debra Jackson suggested having a description for school assessment coordinator that is consistent across schools. Several committee members shared experiences in their programs and a common point made was that assessment needs to start at

the department/program level and thus we need faculty buy in. One suggestion was to provide compensation for department or program faculty and those faculty could work together. Mary Slaughter shared that A&H has release time for department assessment coordinators; this is not a consistent practice among schools.

To summarize, we need to demonstrate assessment is happening for accreditation purposes but: (1) there is often no support/compensation for assessment at the department/program level; (2) there is not good feedback to departments/programs on the quality of their assessment; (3) there are inconsistent approaches to assessment across schools; and (4) many faculty do not have the appropriate training.

We discussed what information we need to gather and who we might need to invite; it was suggested to speak with the School Deans as they have the means to provide compensation for program/department level assessment. **John Tarjan will reach out to James Rodriguez and invite him to a future meeting.** Mary Slaughter suggested sending a survey out to department assessment coordinators to see how they do assessment; we may elect to do this at a future meeting. **Maureen Rush volunteered to research the structure for the school assessment coordinators.**

b. Department Formation Criteria (second look at task force recommendations) (John)

John Tarjan shared that this was a referral to three committees. The three committees formed a taskforce and put together the document that was shared with us; it was returned to the committees for edits. Maureen shared that one of the controversial issues was the part about whether three tenure track members should be recommended versus required. **Committee members should review this document for discussion at our next meeting.**

7. Open Forum

There were no open forum items.

8. Adjournment

Some committee members have classes at 11:30 am, so we adjourned at 11:20 am.

