**Academic Affairs Continuous Improvement Committee**

**Tuesday, October 8, 2013**

**9:00-10:30 am**

**Broome Library 1756**

**Attendees:** Geoff Buhl, Jeanne Grier, Simone Aloisio, Debi Hoffmann, Julia Balen, Beth Hartung, Kathryn Leonard, Peter Smith, Virgil Adams, Scott Frisch, Catherine Burriss, Phil Hampton, Kaia Tollefson, Nancy Mozingo, Frank Barajas

**Minutes**

1. **Updates**

**External Reviewers here**

* Sociology (Hartung) – Oct 29 & 30
* Economics (Cordeiro) – Nov 19 & 20
* Information Technology (Smith) – Feb 25 & 26
* Political Science (Frisch) – Feb 17 & 18

**Writing Self Studies**

* Performing Arts (Burriss)
* NRS (Jensen) will use report from recent accreditation review
* Library (Hoffmann) will focus on GE information literacy learning outcome
* GE (GE Committee)

**Program Review Website and Calendar has been updated**

<http://www.csuci.edu/continuousimprovement/program-review.htm>

**Other Updates**

Amy is currently working on the annual report, and it should be completed shortly. She will send the report to the President, Provost, Associate Provost, Assistant Provost, AVPAAs, and Chairs of Senate, Academic Planning, Curriculum, and Fiscal Policies, and all Program Chairs.

Amy wanted to encourage all to take a leadership role on WASC reaffirmation committees. You are the ones who do the great things and that needs to be represented.

Jennifer Miller is working on Assessment for Student Affairs, so contact her if you have any co-curricular student learning outcome assessment projects that you want to ponder.

1. **What do we need to accomplish by the end of the year?**
2. We will have two meetings in the spring. The first to input on Sociology and Economics, and the second to input on Information Technology and Political Science.
3. Each program needs to send Barbara Cullin a quick summary of your assessment of institutional, program, and course learning outcomes during the 2013/2014 AY by May 1, 2014.
4. Some Members will need toupdate their MOUs on file. You will be contacted.
5. Members are encouraged to take a lead role on the WASC reporting teams.

1. **Assessment Training Funds**

Are you interested in attending or presenting at any of the following to build campus assessment capacity? Let me know!

* [Transforming STEM Education: Inquiry, Innovation, Inclusion and Evidence](http://www.aacu.org/meetings/stem/13/index.cfm)  
  October 31–November 2, 2013, in San Diego, California
* [The Meaning, Quality, and Integrity of Degrees Workshop](http://cts.vresp.com/c/?WASCSeniorCollegeand/8798928c9d/072b0412a6/ecbcfdf108/utm_content=amy.wallace%40csuci.edu&utm_source=VerticalResponse&utm_medium=Email&utm_term=The%20Meaning%2C%20Quality%2C%20and%20Integrity%20of%20Degrees%20Workshop&utm_campaign=2013-14%20Educational%20Programs%20-%20Save%20the%20Dates%2C%20Make%20Plans%20Now)  
  November 14, 2013, Southern California
* [Quality, E-Quality, and Opportunity: How Educational Innovations Will Make—or Break— America’s Future](http://www.aacu.org/meetings/annualmeeting/AM14/)  
  January 22–25, 2014, in Washington, DC
* [Assessment 101: The Assessment Cycle, Clear and Simple](http://cts.vresp.com/c/?WASCSeniorCollegeand/8798928c9d/072b0412a6/aa7e6ce6a5/utm_content=amy.wallace%40csuci.edu&utm_source=VerticalResponse&utm_medium=Email&utm_term=Assessment%20101%3A%20The%20Assessment%20Cycle%2C%20Clear%20and%20Simple&utm_campaign=2013-14%20Educational%20Programs%20-%20Save%20the%20Dates%2C%20Make%20Plans%20Now)  
  January 29, 2014, Southern California
* [Retreat on Student Success](http://cts.vresp.com/c/?WASCSeniorCollegeand/8798928c9d/072b0412a6/47649b81d3/utm_content=amy.wallace%40csuci.edu&utm_source=VerticalResponse&utm_medium=Email&utm_term=Retreat%20on%20Student%20Success&utm_campaign=2013-14%20Educational%20Programs%20-%20Save%20the%20Dates%2C%20Make%20Plans%20Now)  
  January 30-31, 2014, Southern California
* [General Education and Assessment: Disruptions, Innovations, and Opportunities](http://www.aacu.org/meetings/generaleducation)  
  February 27–March 1, 2014, in Portland, Oregon
* [Diversity, Learning, and Student Success: Policy, Practice, Privilege](http://www.aacu.org/meetings/dlss/index.cfm)  
  March 27–29, 2014, in Chicago, Illinois
* Transforming STEM Education  
  November 6-8, 2014, in Atlanta, Georgia

1. **Discussion: What can I do to help improve this process?**

**Action Items:**

We will move input from the AVP and Provost after the external reviewers come because programs have found that to be a better time for this input.

Hiring timelines have changed, which may mean we need to be more flexible with program review timelines that had originally been planned around spring hiring.

The process and timeline will remain flexible to meet program efforts and needs (leaves, using other discipline accreditation reviews, program goals, etc.)

Need more follow-up with the Provost and what happens after the MOU was completed. MOUs need updated every two and five years, and the MOU is a joint agreement between the AVP and the program. What happens if you do it all? What happens if you do nothing?

Need more support to accomplish this process, especially actual learning outcome assessment.