

Campus Council on Assessment and Learning Meeting Oct 7, 9:30am – 11:30am via Zoom

Present: Alex Musselman (chair), Linda Watts, Jose Rodriguez, Andrea Anthony, Gina Christian, Adrian Sinkler, Stoerm Anderson, Sarita Shukla, Braxton Goss, Sara Maxwell

Welcome and Introductions

- Musselman welcomed everyone and led a round of introductions

CCAL Purpose and Bylaws

- Council reviewed CCAS bylaws to get understanding of purpose of CCAL, membership, etc.
 - CCAL focuses on 6 campus-wide ULGs, works as liaison to schools. Ideally school ULGs align with campus-wide ULGs but reps not expected to convince Deans to shift ULGs.
 - CCAL recognizes that units are in different places and do not map cleanly to campus-wide ULGs right now, that work is just beginning.
- CCAL would be the body to propose changes to ULGs if there were reason to do so
 - Last year, CCAL discussed possibly updating ULGs to shift language (not intent) to reflect goals as actionable items but opted to defer that until assessment policies and practices were determined.
 - Important to not move metric before having data on specific learning objective

Summary of 2020 – 2021 CCAL Work

- Musselman reviewed the end-of-the-year report to EC, explained that it is a summarized version of information in the Report on Assessment of Diversity Undergraduate Learning Goal (prepared by Natalia Dyba in May 2021) and Proposed Plan to Advance Assessment of ULGs within UW Bothell Academic Units (prepared by Dyba/CCAL in June 2021).
 - CCAL 2020-21 charge: begin developing plan to collect performance metrics, assessment tools or methods, and data on one or two ULGs.
 - Autumn 2020 Focus: chose one or two learning goals to assess
 - CCAL chose to focus on Diversity ULG Undergraduate
 - Natalia Dyba to lead assessment inventory work
 - Winter 2021 Focus: gather performance metrics currently in use in units
 - Provided feedback to VCAA to develop a Campus-wide Assessment Process and Undergraduate Learning Goals Inventory Tool
 - Provided feedback on Future Plans Survey
 - Completed Inventory of School Assessment Practices Related to Diversity ULG
 - Spring 2021 Focus: articulate specific, measurable learning outcomes to units
 - Drafted rubric which establishes the minimum threshold
 - In order to validate the rubric, gathered feedback from faculty who teach DIV and diversity-related courses.
 - CCAL opted to defer reformatting ULGs until assessment work is completed

DISCUSSION:

- When ULGs are revised, important to indicate the body of stakeholders that made the changes. Need to be transparent and keep good records of the review/approval process.
- Where will GFO store information if google goes away? Rumors that UWB will no longer use google shared drive
 - For now, keep materials in google but don't create new shared group

2021-22 CCAL Membership:
Alex Musselman (Chair) – STEM rep
Andrea Anthony – Business rep
Sarita Shukla – Education rep
Charity Lovitt – FYPP rep
Sara Maxwell – IAS rep
Stoerm Anderson – NHS rep
Kara Adams – CBLR ex-officio
Amy Stutesman – DLE ex-officio
Gina Christian – Std Affairs ex-officio
Leslie Hurst – T&L/Library ex-officio
TBD – WCC ex-officio
Daniel Nyachuba – IR ex-officio
Adrian Sinkler – IR ex-officio
Braxton Goss - ASUWB

Approval of Minutes

MOTION by Anthony: Motion to approve Jun 2 Minutes

SECONDED by Anderson

PASSED

CCAL 2021 – 2022 Priorities and Draft of Charge Letter

- Musselman reviewed 2021-22 draft charge letter from VCAA to schools and asked for feedback:
 - Summary of 2021-22 charge to schools:
 1. Campus-wide Community Engagement Undergraduate Learning Goal (continued from 2020-21)
 2. Promotion & Tenure Guidelines (continued from 2020-21)
 3. Transfer Admissions Empowered Process
 4. Assessment of Undergraduate Learning Goals

DISCUSSION:

- Need to ask GFO EC what they foresee for CCAL moving forward. If it involves in-depth assessment work/additional work, CCAL needs to ask for compensation
- Need to ask Deans to clearly identify whom their school's liaisons for assessment work are. Dyba spent a lot of time trying to figure that out last year.
 - Lack of focus and process and it's hard to know who to contact for what, in general, especially when a person leaves a position.
- Rodriguez (new assessment specialist at UWB) will be liaison/point of contact between CCAL and schools. He will also be part of monthly Dean meetings.
- #4 on charge letter places value on assessment work. Good start to recognizing importance and hopefully help lead to improvements.
- CCAL needs to prioritize charges.
 - CCAL will be responsible for providing feedback on CEL ULG
 - Not clear of CCAL's involvement with P&T charge. There is a focus on DEI in the P&T guidelines. CCAL could provide feedback there but probably will not be heavily involved.
 - Musselman will get clarification from EC
 - CCAL will continue ULG assessment work
- CCAL has 3 main roles but does much more; Institutional memory, Messaging, Consultation.
 - Doesn't seem necessary that CCAL move activities forward but, rather, participate, partner, and advise to those who are moving it forward
 - Need to be cautious, given the way things are constructed, to not have too much delegated to CCAL.
- A CEL chancellor's committee is also working on CEL item
 - CEL is being discussed at tri-campus level
 - If CCAL decides to assess the CEL ULG next, will be tapping into many committees to see how they are meeting goals.
 - Should CCAL be working with them Chancellor's CEL council? Important to know charge of Chancellor's CEL council so ensure CCAL isn't duplicating work.

Revisiting Discussion About Next ULG to Assess

- In spring, voted/decided to focus on Writing ULG
 - CCAL chose the Writing ULG for the following reasons:

- Already a lot of work done and a rubric
 - Already a “W” course designation in place, one way of identifying least some courses that have met some criteria already
 - There is a writing council,
 - CCAL considered CEL but decided it was not top choice because it was too new and there was not enough former work or institutional knowledge to draw upon.
 - Feedback from those involved in establishment of CEL learning goal was that it isn’t ready.
 - Process for a course to get CEL designation is still in the works.
- Based on CCAL Chair’s conversation with VCAA Jones:
 - VCAA made it clear that CCAL has authority to focus on what ULG they decided, VCAA will support decision and provided feedback from Deans
 - In spring, CAD met and decided that CEL ULG should be next ULG assessed
 - Suggested CCAL work to support draft of rubric for assessing CEL and have that work happen in parallel with other work happening around CEL
 - Tri-campus efforts underway, it has momentum
 - CCAL will have to provide feedback on this work anyway
 - Focusing on CEL ULG reflects values and focus.

DISCUSSION:

- Accrediting bodies look at what the university is doing as a whole. Assessing CEL is putting our best foot forward.
- Argument could be made that accrediting bodies would rather see progress on longest established learning goals.
- If the focus is on CEL, could be easier for schools to embed the rubric in the DNA as they are focused on the new ULG.
- There has been loss of flux of who would have historically had the institutional knowledge are the Writing ULG. One of the reasons CCAL chose the Writing ULG was because of the people who could provide data but those resources aren’t available this year.
 - Director of Composition on sabbatical
 - Minutes amended to include that there is a new Director of Composition, Enrique Reynoso
 - Rosenberg, Director of Writing and Communication Center with extensive institutional knowledge has now left UWB
 - Writing Council was charged with determining if there should be a writing director and they were not able to address that question.
 - Minutes amended to note that this item is not on the Writing Council’s agenda for 2021/22

Musselman stated that CCAL will note vote today on next ULG to focus on as more discussion/feedback is needed. Council will reflect and vote in next meeting. Musselman encouraged council members to send her any further feedback.

11:30am: Meeting adjourned

Minutes submitted by Dawn Moncalieri

Meeting adjourned

The next CCAL meeting is Nov 4, 2021 @9:30am