1. **Welcome** – President / Provost

- Stressed importance of this report. Requires commitment, energy, and evidence.
- Report is an evaluation of the work of the campus.
- Reflect the good things.
- Present the challenges.

2. **WSCUC Institutional Report draft update** – Irena Praitis and Emily Bonney

   a. **Update from Irena and Emily**

   - 120 single-spaced pages
   - 18,000 words maximum
   - About 8,000 words too long
   - Emily is continuing to cut
   - Irena making sure we are answering/addressing the questions being asked
   - Making sure everything essential is there (probably two more revisions)
     - Needs to be readable to others outside
     - Not hiding or overstating
   - Strategic Plan scorecard / areas to update
   - Pam will send email to include data or information via ALO email address
   - Concerns about tightening / removal of language or evidence (Amir)
   - Draft by end of semester
     - Read over winter break and give feedback at beginning of January
   - To campus in spring
   - Barbara Wright will do final edit over summer and provide feedback
   - What kind of feedback do you want?
     - Missing information
   - Will redo the rankings after the report is written
     - Reflections, strengths/weaknesses

   b. **Component 2 update** – Su Swarat

   - Mission – being revised as part of Strategic Plan
- Meaning of degree statement (with cabinet)
- Roadmaps redeveloped
- Updated GE website
  o Students’ side: doesn’t have updated information (possibly conflicting)
  o Faculty: looks like it’s all done (Why is it there?)
  o Two different sets of information
  o Indicate that a change is coming
  o Put on GE Committee website
  o Need a preamble/explanation
  o Open faculty part after a click
- ORSP coordination: university policies, # of students involved
- OET/Shelli – online course syllabi, providing to online task force to create template
  o Course outlines and syllabi in one place
  o UPS update
  o Language updates for HHD
- Special course syllabi lists to deans to identify good syllabi examples
  o College of Education (Independent Study example)
- Student Affairs: degree cost calculators (CSU website – Amir will find)
- Quality of employment after graduation / CSUN data – security clearance for data transfer has not happened (possibly have it by end of spring)
  o Student Affairs – First Destination for Students survey (next semester spring 2018); might be too early; do on Spring or Summer 2019 students
  o College scorecard information

c. Component 8 decision – Pam Oliver

- Optional component
  o Not doing it
  o Talked to Barbara Gross Davis – that’s fine
    • Include diversity in your topics

3. WSCUC committee student representative update

- Christina Kim will be assisting with this
- Meeting and training
- Students will be added to committees
- Timing of meetings should be taken into consideration

4. WSCUC-related workshops and conference – Su Swarat

- List of training opportunities
- Want other leaders to go (January – Building a Culture of Quality)
- Let Su/Pam know about Jan/Feb ones by December 1

5. **University learning goal posters** - Su Swarat

- November 27 orders due
- Will be installed over winter session
- Will have another round over spring break
- Outside faculty training rooms in library (Kristin)

6. **WSCUC Substantive Change process** - Pam Oliver

- Substantive Change Screen Form – need to spread the word
- Need a process for offering a course/program at a new location

7. **Sub-committee reports** on challenging and positive areas in their CFR and topics

- Sub-committee Chairs reported out on challenges and positive areas in their CFR and topics.
## Appendix: Timeline with suggested dates

<table>
<thead>
<tr>
<th>Suggested Dates</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Fall 2016-Spring 2017</td>
<td>- Establish committee</td>
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<tr>
<td>Spring 2017</td>
<td>- Complete relevant section “Review under WSCUC standards” worksheet&lt;br&gt;- Each sub-committee identify “talking points” for each topic, and list all data/information needed</td>
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<td>Summer 2017</td>
<td>- Each sub-committee completes a draft for all relevant topics</td>
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<tr>
<td>Fall 2017</td>
<td>- Finalize report for each sub-committee&lt;br&gt;- Compile first draft of full report&lt;br&gt;- Compile appendices&lt;br&gt;&lt;br&gt;&lt;em&gt;Suggested dates:&lt;/em&gt;&lt;br&gt;10/1/17 Subcommittees submit drafts to steering committee; The ALO will work with Irena and Emily to integrate feedback and revise the report.&lt;br&gt;11/1/17 First draft report is completed and submitted to the ALO for review and revision.&lt;br&gt;12/1/17 Second draft report is completed and submitted to the Steering Committee for review and revision.</td>
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<td>Spring 2018</td>
<td>- Draft report reviewed by the campus&lt;br&gt;- Revise draft to incorporate feedback&lt;br&gt;&lt;br&gt;&lt;em&gt;Suggested dates:&lt;/em&gt;&lt;br&gt;02/15/18 Draft report sent to campus for review and feedback; Feedback will be collected via an open website, and through multiple, specific groups such as:&lt;br&gt;• PAB&lt;br&gt;• COD&lt;br&gt;• Senate Exec.&lt;br&gt;• ASI&lt;br&gt;04/01/18 The ALO will work with Irena and Emily to integrate feedback and revise the report.</td>
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<tr>
<td>Summer 2018</td>
<td>- Revised draft reviewed by WASC consultant&lt;br&gt;- Revise draft to incorporate feedback&lt;br&gt;- Review (again) the “Review under WSCUC standards” worksheet&lt;br&gt;&lt;br&gt;&lt;em&gt;Suggested dates:&lt;/em&gt;&lt;br&gt;07/01/18 Draft report sent to WASC consultant (Barbara Wright) for feedback; Finalize appendices.&lt;br&gt;08/01/18 The ALO will work with Irena and Emily to integrate feedback and revise the report; Finalize the formatting etc. of the report.&lt;br&gt;08/01/18 The steering committee and subcommittees review the “Review under WSCUC standards” worksheet</td>
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<td>Fall 2018</td>
<td>- Finalize and submit report (10 weeks prior to offsite review)&lt;br&gt;&lt;br&gt;&lt;em&gt;Suggested date:&lt;/em&gt; 10/01/18 Report submitted to WASC</td>
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<tr>
<td>Spring 2019</td>
<td>- Offsite review (1 day; 6 months before onsite visit)</td>
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<tr>
<td>Spring-Summer 2019</td>
<td>- Address offsite visit inquiries (if any)</td>
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<tr>
<td>Fall 2019</td>
<td>- Onsite visit (3 days)</td>
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