REAL Council
Minutes
August 18, 2011, 3:30 p.m., Admin 208

Attendees: Denise Martinez, Johnny Robinson, Reed Baize, Sahil Gulati, Jason Sharp, Alana Hefner, Justin Carrell, Arthur Low, Russell Pfau, Marilyn Robitaille
By Phone: Trey Berend

Handouts:
- Agenda
- Operational Guidelines
- Stipend Memo
- End-of-ALE form

Discussion:
1. Introductions – some new committee members and GA’s.
   - Welcome and thanks...lots of background info available on the website
2. Previous items:
   - Identify and recruit high impact areas
     - College of Ed.
     - Others?
       - student clubs in COST (Arthur, Denise)
     - developing ALEs is a priority for each Student Life department
3. Updates
   - Website – Continues to be updates as needed; check it periodically
     - Service learning and Leadership – have your requirements changed?
     - Study Abroad/U.S. – need the procedures for the U.S. trips.
   - Application
     - add estimated timeframe of delivery, estimated hours spent by supervisor.
     - See next discussion
4. ALE issues
   - Hard to convince people to supervise an experience; it's just more work
   - There is too much paperwork involved and the app is too long
   - Supervisors don't know how to answer the questions on the app, particularly related to the SLOs and they aren't required to report how they actually delivered the experience
   - Need less (not more) detail on the app. Maybe a single question about addressing the SLOs?
   - Marilyn has an assignment that may be helpful getting the students to engage and think about the experience. Send to Denise to share on the website?
   - Can’t just be the same thing the faculty/staff person has been doing; want the student to come through the experience with a “different lens” than before
• Convince faculty/staff “why are we doing this” then get them to follow through
  • Need incentive. Recognition? Other ideas?
  • NSSE and BSSE showed our students are not traditionally and widely engaged in these

• Need to gather testimonials
• The value of the ALE is not the question, it’s the bureaucracy of assessment (can’t do without that part) and Chalk and Wire doesn’t help.
  • Nearly all experiences and supervisors find chalk and wire challenging.
  • No one voiced an opposition to modifying the tool
  • Denise will meet with Justin, Tara, Credence, and other parties for discussions.
• We can give them templates, or guides to the answers we are looking for. Many will cut and paste, but if they actually follow through then what does it hurt?
• Committee – please review the application that is most closely related to your area and provide comments and suggestions on how to shorten it yet still get at what we need to cause the supervisor to think critically about how they will deliver the ALE.
  • Please provide these by Monday and Denise will compile, adjust the app, and send out for revisions by the end of next week.

5. Current items
• 10-11 ALE data to date
  • need better accounting method for tracking students
  • good student participation; could be larger faculty/staff participation
  • need to keep momentum going
• New QEP stipend structure added to operational guidelines – operational guidelines doc – no changes proposed by the committee
• payment to supervisors – stipend memo is ok with the committee
  • what if the dept head doesn’t sign? Probably not an issue since they signed the original ALE contract…if they remember.
• final documentation requirement – End-of-ALE form –
  • stems largely from the need to know if ALEs are complete so the stipends can be dispersed and data processed
  • need the data and notification the experience is done, but probably don’t need another form for the ALE supervisor to fill out.
  • Set the final date at some point at the end of the semester; for grants if they don’t have their C&W stuff in and follow up activities (study abroad/U.S.) then they cannot collect until the next processing term (end of next semester)
  • Near the end send all ALE supervisors a reminder email instructing them to finish their Chalk and Wire assessments and complete an online survey providing the data needed such as number of students, hours, and comments
    • Russell – is this what you were suggesting?
    • Do not require an itemized budget.
• ALE workshop in September
  • Joint between those who are about to deliver an ALE and those who may be interested
  • Cover the processes and FAQs
  • Provide testimonials
  • Provide food – Quiznos snack size sandwiches are a good option.
• Tentatively set of Sept. 26th and possibly another session on Sept. 27th. 12-2 pm (longer?)
  • Committee – please provide feedback on date and timeframe
• This is prior to the Study Abroad fair on the 29th so we can help advertise that.
  • Marilyn suggested we have a QEP table at the Study Abroad fair. All offices can provide info.
• Denise will update the website with the more streamlined processes, FAQs, and applications.

6. Items to move to next agenda (or via email):
   • payment to students – PBA if employed this calendar year; Request for Compensation if not
   • Grant vs. ongoing ALEs
     • What if it is a different person leading/teaching same course?
     • What about funding for travel/equipment?
   • Revisit latest round of apps.
   • Possibility of co-curricular transcript software – Denise and Johnny will discuss prior to next meeting

7. Adjourn – 5:10 pm
   • Next meeting TBA; ~ 2 weeks.