



## Outcomes and Assessment Committee

<b>MINUTES FOR Thursday, September 6, 2018</b>		<b>12:30 p.m. – 1:50 p.m.</b>	<b>North Annex 1</b>
<b>Members Present:</b>	Ahmed Elshafie, Andrew Johnson, Corbyn Voyu (SLO Coordinator), Daniel Martinez (Admin/Ex-Officio), Gary Williams, Chris Jones-Cage, Kim Dozier (chair), Lisa Soccio, Maria Avalos, Maria DeSantiago, Melissa Flora, Monica Lopez		
<b>Members not Present:</b>	Ed Reed, Sarah Fry (SLO Coordinator), Shea New		
<b>Guests:</b>	Anabelle Nery, Kristen Nelson, Michelle Richards		
<b>Recorder:</b>	Jeff Larson		

### AGENDA

<b>1. Call to Order/Roll Call</b> The meeting was called to order at 12:33 p.m. Quorum was present.			
<b>2. Public Comments</b> None			
<b>3. Action Items</b>			
<b>3.1 Approval of Agenda</b>			
DISCUSSION	None		
CONCLUSION	The agenda was approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None			
<b>3.2 Approval of May 3, 2018, Minutes</b>			
DISCUSSION	Revisions to the draft minutes: <ul style="list-style-type: none"> <li>• Maria Avalos and Monica Lopez attended the meeting.</li> <li>• The deadline to provide updated language for the CPC Handbook was summer 2018.</li> </ul>		
CONCLUSION	The minutes were approved as amended.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Post approved minutes on committee portal page (2017-18 folder)		Kim Dozier	ASAP
<b>3.3 2<sup>nd</sup> Reading – SLO Assessment Cycle Resolution</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>• Moved by Ahmed Elshafie (seconded) to consider the second reading.</li> <li>• Edits discussed at the May 2018 meeting were entered in the resolution, so the final paragraph now reads: <i>RESOLVED, that each academic unit and support services adopt its own SLO Assessment Cycle, provided that each SLO for each course is assessed at least every three years.</i></li> <li>• Members discussed the need to standardize processes to follow-up with areas that have not submitted their assessments for consistency.</li> <li>• Language in resolutions does not always apply to academic units with multiple disciplines; instead language tends to apply to units with a single discipline. This can also impact units with no full-time faculty.</li> </ul>		

	<ul style="list-style-type: none"> <li>○ A suggestion was made to publish best practices that would serve as resources for multi-discipline units to help them avoid being overwhelmed by majority disciplines. Corbyn Voyu offered to research what other colleges do in this area.</li> <li>• Lisa Soccio moved (seconded) to bring the resolution to the next meeting for a third reading. Approved by consensus.</li> </ul>
CONCLUSION	The resolution will be brought for a third reading to the October 2018 meeting.
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
Research how other colleges handle issues relating to multiple-discipline academic units	Corbyn Voyu      Before October 2018 meeting
<b>4. Information/Discussion Items</b>	
<b>4.1 Training/Role of OAC Representative</b>	
DISCUSSION	<p>Kim Dozier spoke about the role of committee members, the fact that they represent a constituency, and that two-way communication is expected between members and their constituents. She would like to see assessment be a standing topic for academic unit meetings to ensure assessment is integrated into the college's culture in an ongoing way, not just in the run-up to an accreditation visit. Consistency needs to be a priority.</p> <p>Two questions to guide assessment:</p> <ul style="list-style-type: none"> <li>• What do you want your students to learn?</li> <li>• How do you know they are learning those things?</li> </ul> <p>Columbia College has a well-developed assessment site. Please view it for ideas. eLumen provides solutions to support multiple aspects of assessment.</p> <p>eLumen training for the faculty will be rolled out at spring Flex 2019.</p> <p>Kim asked members to express challenges to doing assessment in their areas:</p> <ul style="list-style-type: none"> <li>• Andrew Johnson: For the Library, the challenge is simply doing it. The Library has not done assessments before.</li> <li>• Maria Avalos: For ECE, many adjuncts do not complete assessments.</li> </ul>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
Send examples of Library assessments to Andrew Johnson	Corbyn Voyu      By October meeting
Follow-up to locate MOU that provides for compensation for adjuncts for assessment work	Annebelle Nery      Mid-Sept.
<b>4.2 Missing Assessments</b>	
DISCUSSION	<p>Kim Dozier distributed lists of missing assessments to members, divided by academic unit.</p> <p>Kristen Nelson is working to create an inventory/analysis for assessments that are not posted on the portal. The lists distributed are based on that inventory.</p>

	<p>Being listed doesn't mean that assessments were not done for the course(s) in question. It just means the assessments aren't posted on the portal.</p> <p>Kim asked members to contact instructors in their areas to follow-up on the missing assessments. Faculty can be referred to Corbyn Voyu and Sarah Fry for assistance, if necessary.</p> <p>Kim will work with OAC members and, if needed, chairs and deans to fill in gaps if instructors are no longer at COD or on extended leave.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
Send SharePoint users guide and program learning guide to members	Corbyn Voyu      ASAP
<b>4.3 Missing Program Learning Outcomes</b>	
DISCUSSION	<p>Kim Dozier distributed lists of courses to members that have no program learning outcomes on record, by academic unit. She expects that many do have PLOs, but they just haven't been entered online. She suggested that members speak to their respective chairs to complete this work. It was suggested that Jojie Magbuhat may have access to some of these PLOs.</p> <p>Kim will be reach out to members and is happy to help however is needed. Kristen can also assist with entry, as needed.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
<b>4.4 Five-year PEPs</b>	
DISCUSSION	<p>Kim Dozier distributed the schedule of deadlines for PEPs (Program Enhancement Plans). Data for completing the forms should be available in November.</p> <p>Members expressed that instructors within their units had questions and issues with completing the PEPs.</p> <p>A sample PEP will be posted on the portal.</p> <p>Digital Design and Production may have been moved from Applied Sciences to Social Sciences and Arts.</p>
CONCLUSION	
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b> <b>DEADLINE</b>
Forward taxonomy of courses by school, program, and department to Kim Dozier	Daniel Martinez      ASAP
Forward emails sent to Courtney Doussett with feedback and questions regarding Pep/Pep-Up forms to Kim Dozier	Daniel Martinez      ASAP
Post sample PEP on portal	Corbyn Voyu      By Oct Meeting

Email department chairs to ask for their feedback on PEP process		Kim Dozier	September 15th
<b>4.5 Need for Comprehensive Assessment Plan with a Statement of Principles</b>			
DISCUSSION	Kim Dozier believes the lack of an assessment plan and statement of principles leads to a haphazard assessment process and inconsistency. She distributed documents from Merced and Waubensee colleges to provide ideas on how other institutions handle this.		
CONCLUSION	This will be brought back for discussion at the October 2018 meeting.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Review handouts distributed at meeting		Members	Before October 2018 meeting
<b>4.6 Sample SLO Assessment Cycle Document (recommendation to distribute to help each academic unit complete their plans quickly)</b>			
DISCUSSION	No discussion at this time.		
CONCLUSION	We will continue to discuss best format for COD at future meetings.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4.7 Workgroup Assignments</b>			
DISCUSSION	Kim Dozier asked for members to consider their interest in helping to lead the following work groups. She will reach out directly to those members not in attendance to gauge their interest. Some members indicated their interest in specific work groups at this meeting.		
CONCLUSION	<ul style="list-style-type: none"> <li>• Assessment Plan/Statement of Principles: to be determined</li> <li>• Draft of New Mission/Goals/CPC Charter: to be determined</li> <li>• Handbook Completion: to be determined</li> <li>• ILO/GE Outcomes Review: Lisa Soccio</li> <li>• PEP/Up Feedback Process/Template: Chris Jones-Cage, Ahmed Elshafie</li> </ul>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Follow-up with members to align them with a work group		Kim Dozier	Before October 2018 meeting
<b>4.8 Chair Report: Goals for the Year</b>			
DISCUSSION	Kim Dozier expressed that her goals for the year are contained in today's agenda. She intends to frame assessment as benefiting student learning as an ongoing institutional practice.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
<b>4.9 SLO Coordinator Report</b>			
DISCUSSION	Corbyn Voyu reported on the following. <ul style="list-style-type: none"> <li>• eLumen is coming along. She and Sarah Fry are working to identify obstacles and glitches so they can be resolved.</li> <li>• eLumen Task Force Schedule and Goals:</li> </ul>		

	<ul style="list-style-type: none"> <li>• She and Sarah are reading every student learning outcome, institution-wide, to identify areas that may need assistance and resources.</li> <li>• A series of four workshops have been proposed to Faculty Development Committee. FDC is considering the proposal today.</li> </ul>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Promote eLumen workshops to instructors in your academic units	Members	Once workshops are announced
Reach out to specific faculty members to encourage participation in eLumen workshops	SLO Coordinators	Once workshops are announced
<b>5. Good of the Order</b> None		
<b>6. Adjournment:</b> The meeting adjourned at 1:50 p.m.		

NEXT MEETING:

Thursday, October 4, 2018 – 12:30 p.m. – 1:50 p.m.

North Annex 1



## Outcomes and Assessment Committee

<b>MINUTES FOR Thursday, October 4, 2018</b>		<b>12:30 p.m. – 1:50 p.m.</b>	<b>North Annex 1</b>
<b>Members Present:</b>	Ahmed Elshafie, Andrew Johnson, Chun Wong, Corbyn Voyu (SLO Coordinator), Ed Reed, Chris Jones-Cage, Kim Dozier (chair), Lisa Soccio, Maria Avalos, Maria DeSantiago, Melissa Flora, Monica Lopez, Shea New		
<b>Members not Present:</b>	Daniel Martinez, Gray Williams, Sarah Fry		
<b>Guest(s):</b>	Candice Weber, Kristen Nelson		
<b>Recorder:</b>	Patricia Espinosa		

**AGENDA**

<b>1. Call to Order/Roll Call</b> The meeting was called to order at 12:32 p.m. Quorum was present.			
<b>2. Public Comments</b> None			
<b>3. Action Items</b>			
<b>3.1 Approval of Agenda</b>			
DISCUSSION	None		
CONCLUSION	The agenda was approved with one additional item added by Kim		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>3.2 Approval of September 6, 2018, Minutes</b>			
DISCUSSION	None		
CONCLUSION	The minutes were approved as presented.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>3.3 3<sup>rd</sup> Reading – SLO Assessment Cycle Resolution</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>Moved by Ed Reed, Seconded by Monica Lopez</li> <li>Round Table discussion as to why we need a defined cycle, consistency accurate records of the process (minutes), and standardized SLO process as required by ACCJC.</li> <li>Suggestions were made as to researching into other colleges' processes to better define our own process and help facilitate with the current implementation of SLO's.</li> <li>Corbyn recommended moving the resolution forward with the stipulation that changes can still be made.</li> </ul>		
CONCLUSION	Approved		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Resolution sent to Senate for Approval		Kim Dozier	Completed 10/4/18
<b>4. Information/Discussion Items</b>			
<b>4.1 Compensation for Adjuncts Assigned to Complete Assessments</b>			

DISCUSSION	<ul style="list-style-type: none"> <li>• Kim shared that a budget has been allocated for compensation to adjuncts during this process. Adjuncts have been given assignments and assessments are currently being completed.</li> <li>• Dr. Nery has agreed to cover this cost.</li> <li>• School Deans were presented with a list of what instructors have been given assignments.</li> <li>• SLOs Template did have some errors. We are currently working with IT to help with these issues.</li> <li>• We are currently updating in SharePoint only. Kim can update manually as needed.</li> </ul>		
CONCLUSION	Deadline for SLO assessments– end of the semester		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>4.2 Missing Assessments and Program Learning Outcomes - Updates</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>• Members discussed the need to follow up with faculty in completing these assessments and send friendly reminders throughout the semester.</li> <li>• Lisa Soccio asked if all sections will be assessed. Kim shared that ideally all sections and areas should be, but not all classes will get the opportunity to do so at this time.</li> <li>• Kim shared that it is not very clear if there will be any punitive actions if not completed, but committee chairs suggested it is in our best interest to get everyone involved.</li> </ul>		
CONCLUSION	Missing assessment information to be sent to Sarah, Corbyn, Kim, and/or Kristen.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>4.3 Workgroup Updates</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>• Assessment Plan/Statement of Principles: Corbyn, Sara, and Andrew</li> <li>• Draft of New Mission/Goals/CPC Charter: Maria D, Monica, and Ed</li> <li>• Handbook Completion: Melissa and Gary</li> <li>• ILO/GE Outcomes Review: Lisa and Maria A</li> <li>• PEP/Up Feedback Process/Template: Chris and Ahmed</li> </ul> <p>Kim shared with members how she felt there was a correlation on how well written the PEP Up narrative is and how positions are ranked during Faculty Prioritization. We need to do a better job on how we write our PEP Ups to help to highlight program demands. The narrative should be a snapshot of the faculty prioritization rubric in order help advocate your department needs.</p>		
CONCLUSION	Remaining Work Groups were assigned. There were no updates as this time.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Keep working on these items		varied	ongoing
<b>4.4 SLO Coordinator Report</b>			
DISCUSSION	<ul style="list-style-type: none"> <li>• eLumen Update: Corbyn shared that there is still room for assessment training available. A flyer was distributed with additional training dates and times. She also can assist with entering information on SharePoint as needed.</li> </ul>		

	<ul style="list-style-type: none"> <li>eLumen Task Force: elumen training is coming soon for the Task Force in October but official rollout should take place in December/January.</li> <li>Kim hopes to have additional training available during Flex.</li> </ul>	
CONCLUSION		
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
FLEX sessions on eLumen	Kim Dozier	When FLEX proposals are requested (Nov.?)
<b>4.5 Use of PLOs for Certain Programs Instead of SLOs</b>		
DISCUSSION	<ul style="list-style-type: none"> <li>Work Experience: Kim spoke about the large number of courses with variable units. These classes are unique and many times cannot use the standard rubric we have in place.</li> <li>Members discussed the possible pros and cons in assessing work experience courses and other courses that fall under the same category.</li> <li>Kim asked the committee to think about different ideas and examples as to how we can assess these courses and how we can develop a rubric tool that makes sense.</li> </ul>	
CONCLUSION		
<b>FOLLOW-UP ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meet with Michelle Richards in Work Exp.	Kim Dozier	ASAP
<b>5. Good of the Order:</b> None		
<b>6. Adjournment:</b> Meeting Adjourned at 1:44 p.m.		

NEXT MEETING:

Thursday, November 1, 2018 - 12:30 p.m. to 1:50 p.m.

North Annex 1





Outcomes and Assessment Committee  
MINUTES FOR  
Thursday, November 1, 2018  
12:30 to 1:50 p.m.  
North Annex 1

Members Present: Ahmed Elshafie; Melissa Flora, Andrew Johnson; Chris Jones-Cage; Monica Lopez; Daniel Martinez (Admin/Ex-Officio); Lisa Soccio; Corbyn Voyu (SLO Coordinator); Gary Williams

Members not Present: Kim Dozier (Chair); Maria Avalos; Maria DeSantiago; Sarah Fry (SLO Coordinator); Shea New; Ed Reed

Guests: Annebelle Nery, Kristen Nelson

Recorder: Jeff Larson

## AGENDA

### 1. Call to Order/Roll Call

The meeting was called to order at 12:37 p.m. Quorum was present. Corbyn Voyu chaired the meeting in the absence of committee chair Kim Dozier.

### 2. Public Comments

None

### 3. Action Items

#### 3.1. Approval of Agenda

##### 3.1.1. DISCUSSION:

3.1.1.1. None

##### 3.1.2. CONCLUSION:

3.1.2.1. The agenda was approved as presented.

##### 3.1.3. FOLLOW-UP ITEMS:

3.1.3.1. None

#### 3.2. Approval of October 4, 2018, Minutes

##### 3.2.1. DISCUSSION:

3.2.1.1. None

##### 3.2.2. CONCLUSION:

- 3.2.2.1. The minutes were approved as presented.
- 3.2.3.FOLLOW-UP ITEMS:
  - 3.2.3.1. Post finalized minutes on OAC portal page
- 3.2.4.PERSON RESPONSIBLE
  - 3.2.4.1. Kim Dozier
- 3.2.5.DEADLINE:
  - 3.2.5.1. As soon as possible

#### **4. Information/Discussion Items**

##### **4.1. Missing Assessments and Program Learning Outcomes - Updates**

###### **4.1.1.DISCUSSION:**

- 4.1.1.1. Many Program Learning Outcomes have been found in various locations. Members have spoken to faculty in their units to encourage submission of assessments. The goal is to have all assessments entered by the end of the semester. The SLO Coordinators can help enter assessments, as needed.

###### **4.1.2.CONCLUSION:**

- 4.1.2.1. If members are having difficulty with faculty compliance, the chair and SLO Coordinators are available to help encourage them.

###### **4.1.3.FOLLOW-UP ITEMS:**

- 4.1.3.1. SLO Coordinator assistance with entering assessments and/or encouraging faculty to do so

###### **4.1.4.PERSON RESPONSIBLE:**

- 4.1.4.1. Members

###### **4.1.5.DEADLINE:**

- 4.1.5.1. As needed

##### **4.2. Work Group Updates**

###### **4.2.1.DISCUSSION:**

- 4.2.1.1. Assessment Plan/Statement of Principles (Andrew/Sarah/Corbyn): no work completed yet; will have a report at the next meeting.
- 4.2.1.2. Draft of New Mission/Goals/CPC Charter (Ed/Maria D./Monica): the work group met, reviewed the former mission, and drafted an update; Monica will email the draft to the members for their review; please send feedback to the work group and bring comments to the next meeting.
- 4.2.1.3. Handbook Completion (Melissa/Gary): Melissa took inventory of the content of the handbook and identified three main categories for updating – the actual contents themselves, formatting issues (for online and print), and glossary/definitions; please send items to add to the glossary to Melissa and Gary; the work group hopes to hyperlink glossary terms throughout the handbook; Corbyn will contact IT for guidance on addressing formatting issues.
- 4.2.1.4. ILO/GE Outcomes Review (Lisa/Maria A.): the work group will focus on this effort during spring semester; Annebelle Nery provided additional background on ILOs and mentioned that the Assessment of Planning and Outcomes Subcommittee had no recommended changes in this area.

4.2.1.5. PEP/Up Feedback Process/Template (Chris/Ahmed): the work group members have spoken to multiple faculty members to receive feedback on the process; eLumen will be relied upon to conduct some of the follow-up tasks in the process thus relieving members from some of these tasks; members agreed that a template and/or rubric on how to write an effective PEP-Up would be helpful for faculty and support requests for new faculty through the prioritization process to help such requests arrive at improved scores; it was suggested to review the PEP-Ups for those faculty requests that scored high during prioritization to see what they did well to help inform the creation of a template or rubric

4.2.2.CONCLUSION:

4.2.2.1. None

4.2.3.FOLLOW-UP ITEMS:

4.2.3.1. See items imbedded in 4.2.1.1 through 4.2.1.5 above

4.3. Qualitative Feedback from OAC on Prioritization Process and then Upcoming Survey

4.3.1.DISCUSSION:

4.3.1.1. Corbyn reported on Kim Dozier's behalf, as follows:

- Please take the survey and encourage faculty in your area to do this.
- What is working? What needs improvement?
- Because of tightened timeline shifting to early fall prioritization, data was not made available until day of meeting. Kim has talked with Dr. Nery about making this data available before the meeting so there is time to process and ask for clarification as needed. She will review her office's internal timelines to see where adjustments can be made, and we will continue to discuss. Should faculty prioritization be done in spring?

4.3.1.2 The survey has been resent. Members were asked to emphasize to their faculty colleagues that it is important to complete the survey. Kim Dozier will be asked to resend the survey to faculty as this may increase participation.

4.3.2.CONCLUSION:

4.3.2.1. None

4.3.3.FOLLOW-UP ITEMS:

4.3.3.1. Resend prioritization process survey to faculty

4.3.4.PERSON RESPONSIBLE:

4.3.4.1. Kim Dozier

4.3.5.DEADLINE:

4.3.5.1. As soon as possible

4.4. SLO Coordinator Report

4.4.1.DISCUSSION:

4.4.1.1. eLumen Update: The vendor has assured the SLO Coordinators that many of the issues experienced have been resolved or are being prioritized for resolution. Things should be moving forward so that eLumen will be available soon for faculty use. It may not be ready in time for the upcoming PEP-Up cycle, however.

- 4.4.1.2. eLumen Task Force: Training was held October 30. Corbyn reported that things didn't go smoothly due to technical issues and some data not being available yet.
    - 4.4.1.3. SLO Coordinators Update: Corbyn and Sarah Fry have a new email account: [SLO@collegeofthedesert.edu](mailto:SLO@collegeofthedesert.edu). It is a way to reach all the SLO Coordinators, instead of sending to individual email addresses. They are also creating a webpage. The assessments workshop went very well with eight participants.
  - 4.4.2.CONCLUSION:
    - 4.4.2.1. It is important that eLumen be ready for use so that it works as it should in order to gain faculty buy-in going forward.
  - 4.4.3.FOLLOW-UP ITEMS:
    - 4.4.3.1. Follow up with the vendor to get a better idea of when eLumen will be ready for use, particularly if it will be ready for the PEP-Ups in spring.
  - 4.4.4.PERSON RESPONSIBLE:
    - 4.4.4.1. Corbyn Voyu
  - 4.4.5.DEADLINE:
    - 4.4.5.1. As soon as possible
- 4.5. Use of PLOs for Certain Programs instead of SLOs
  - 4.5.1.DISCUSSION:
    - 4.5.1.1. Corbyn mentioned the challenge of writing SLOs for Work Experience. This has been resolved as Work Experience is now being handled as a program. There are also issues with research classes and independent study. These areas will be addressed.
  - 4.5.2.CONCLUSION:
    - 4.5.2.1. Issues with research classes and independent study will be addressed.
  - 4.5.3.FOLLOW-UP ITEMS:
    - 4.5.3.1. None
- 5. Good of the Order
  - Ahmed Elshafie: SLOs and PLOs still are not being updated on the portal via SharePoint. Corbyn stated that Kim is aware of the issues.
  - Melissa Flora: Asked Corbyn to send her examples of training materials for possible inclusion in the handbook.
  - Kristen Nelson: Working on SharePoint updates and asked members to send any items needing updating to her so she can work on them.
  - Annebelle Nery: The updated draft of the Accreditation Follow-Up Report is posted now on the Accreditation webpage. It will go for 1<sup>st</sup> and 2<sup>nd</sup> readings to Senate and College Planning Council in the coming weeks. As of May 2018, assessment completion stands at 72 percent. The report anticipates that compliance will be 100 percent by the end of spring 2019. Jeff Larson will send the [link to the Follow-Up Report](#) to the members so that they
- 6. Adjournment: The meeting adjourned at 1:19 p.m.

**NEXT MEETING:**

Thursday, December 6, 2018 – 12:30 p.m. to 1:50 p.m.

North Annex 1



## Outcomes and Assessment Committee

MINUTES FOR December 6, 2018

12:30 – 1:50 p.m.

North Annex 1

Members Present: Kim Dozier (chair), Maria DeSantiago, Ahmed Elshafie, Melissa Flora, Sarah Fry, Andrew Johnson, Chris Jones-Cage, Monica Lopez, Daniel Martinez (admin/ex-officio), Shea New, Ed Reed, Lisa Soccio, Gary Williams

Members not Present: Maria Avalos

Guests: Annebelle Nery, Corbyn Voyu (SLO coordinator)

Recorder: Jeff Larson

### AGENDA

**1. Call to Order/Roll Call:** The meeting was called to order at 12:40 p.m. Quorum was present.

**2. Public Comments:** None

### **3. Action Items**

3.1. Approval of Agenda

3.1.1.DISCUSSION:

3.1.1.1. None

3.1.2.CONCLUSION:

3.1.2.1. The agenda was approved as presented.

3.1.3.FOLLOW-UP ITEMS:

3.1.3.1. None

3.2. Approval of November 1, 2018, Minutes

3.2.1.DISCUSSION:

3.2.1.1. None

3.2.2.CONCLUSION:

3.2.2.1. The minutes were accepted as presented.

3.2.3.FOLLOW-UP ITEMS:

3.2.3.1. Upload finalized version of minutes to committee portal page

3.2.4.PERSON RESPONSIBLE

3.2.4.1. Kim Dozier

3.2.5.DEADLINE:

3.2.5.1. ASAP

3.3. Approval of New OAC Mission, Goals, and CPC Charter – 1<sup>st</sup> Reading

3.3.1.DISCUSSION:

3.3.1.1. A draft of the updated committee mission, goals, and CPC charter was distributed to each of the members. Moved by Johnson (seconded) to approve the first reading of the documents.

3.3.2.CONCLUSION:

3.3.2.1. The first reading was approved unanimously by the members.

3.3.3.FOLLOW-UP ITEMS:

3.3.3.1. The documents will be brought to the next committee meeting for a second and final reading.

3.3.4.PERSON RESPONSIBLE:

3.3.4.1. Kim Dozier

3.3.5.DEADLINE

3.3.5.1. February 7, 2019

**4. Information/Discussion Items**

4.1. Missing Assessments and Program Learning Outcomes – Updates

4.1.1.DISCUSSION:

4.1.1.1. The SLO Coordinators and other committee members have been meeting with faculty to assist them with the completion of missing items. Members discussed challenges they have encountered.

4.1.1.2. Annebelle Nery spoke about assessment from the perspective of accreditation.

4.1.1.3. Kristen Nelson has reviewed all PEP-Ups to identify assessment-related content in the submissions. A wide variance in the quality of assessments has been found.

4.1.1.4. The committee may wish to determine what makes a high-quality assessment, and then include information about a program's assessment quality as part of the faculty prioritization process to better inform the decision-making process.

4.1.2.CONCLUSION:

4.1.2.1. Deans will be updated on progress so that gaps may be addressed.

4.1.3.FOLLOW-UP ITEMS:

4.1.3.1. Send information on areas of concern to the committee chair for follow-up

4.1.3.2. Follow-up with deans to identify faculty who need to be encouraged to complete this work, copying vice presidents Baker and Nery

4.1.4.PERSON RESPONSIBLE:

4.1.4.1. Members

4.1.4.2. Kim Dozier

4.1.5.DEADLINE:

4.1.5.1. ASAP

4.1.5.2. After receiving information from committee members regarding faculty who need follow-up contacts

4.2. Assessment Cycle Plan

#### 4.2.1.DISCUSSION:

- 4.2.1.1. Kim Dozier distributed a few examples of assessment cycles that could be adopted at COD.
- 4.2.1.2. Using English as an example, Kim drafted sample timelines which were distributed to members. eLumen implementation should allow for automatic reminders of tasks to complete on the assessment timeline.
- 4.2.1.3. It would be helpful to have information to share with adjuncts about the process, perhaps as part of adjunct orientation at Flex. Encouraging the participation of adjuncts is an ongoing need.

#### 4.2.2.CONCLUSION:

- 4.2.2.1. Kim Dozier will email the documents to members as a follow-up to today's meeting.

#### 4.2.3.FOLLOW-UP ITEMS:

- 4.2.3.1. Review documents and offer feedback to the chair

#### 4.2.4.PERSON RESPONSIBLE:

- 4.2.4.1. Members

#### 4.2.5.DEADLINE:

- 4.2.5.1. Before February 7, 2019, meeting

### 4.3. Work Group Updates

#### 4.3.1.DISCUSSION:

- 4.3.1.1. Assessment Plan/Statement of Principles (Andrew/Sarah/Corbyn): a statement will be drafted to distribute at the February meeting.
- 4.3.1.2. Handbook Completion (Melissa/Gary): some preliminary work has occurred. More will be shared at the next meeting.
- 4.3.1.3. ILO/GE Outcomes Review (Lisa/Maria A.): to be conducted during spring semester.
  - 4.3.1.3.1. Annabelle Nery shared information about review of Institutional Outcomes conducted by the Assessment of Planning and Outcomes Subcommittee (APO). She distributed APO's recommendations on ILOs that were presented to College Planning Council in spring 2018.
- 4.3.1.4. PEP/Up Feedback Process/Template (Chris/Ahmed): information has been sent to the committee chair. They are trying to determine how to be helpful to faculty so they can conduct meaningful assessment.

#### 4.3.2.CONCLUSION:

- 4.3.2.1. Work groups will continue their efforts and provide updates at the February meeting

#### 4.3.3.FOLLOW-UP ITEMS:

- 4.3.3.1. None

### 4.4. eLumen Update and Delays

#### 4.4.1.DISCUSSION:

- 4.4.1.1. As of last week, COD has a new customer success manager to replace the previous new CSM that was assigned in October. The committee chair and the SLO



coordinators have met with the new CSM. Additional meetings will be taking place soon, including IT participation.

4.4.2.CONCLUSION:

4.4.2.1. Due to these delays, eLumen will not be able to launch in January. The task force will get a new training in January, followed by a soft roll-out during spring. The formal roll-out will occur in fall 2019. PEPs and PEP-Ups will be submitted via eLumen this spring.

4.4.3.FOLLOW-UP ITEMS:

4.4.3.1. None

4.5. Taxonomy of Programs

4.5.1.DISCUSSION:

4.5.1.1. Kim Dozier distributed the taxonomy of programs as provided by Daniel Martinez. He asked for members' feedback on how to utilize the information so that it builds consistency within the PEP-Up and prioritization processes. Currently, some requests are at the program level and others at the discipline level. Members discussed the pros and cons of each approach. eLumen may not allow for bundling of disciplines. Bundling makes prioritization challenging.

4.5.2.CONCLUSION:

4.5.2.1. This item needs further discussion.

4.5.3.FOLLOW-UP ITEMS:

4.5.3.1. This item will be brought to the February meeting for further discussion.

4.5.4.PERSON RESPONSIBLE:

4.5.4.1. Kim Dozier

4.5.5.DEADLINE:

4.5.5.1. February 7, 2019

5. **Good of the Order:** Anabelle Nery mentioned alternate dates for the Faculty Prioritization Pre-Meeting in the upcoming cycle: May 10 and September 6. The members preferred September 6.

6. **Adjournment:** The meeting adjourned at 1:54 p.m.

**NEXT MEETING:**

Tuesday, February 7, 2019 – North Annex 1  
12:30 p.m. to 1:50 p.m.



## Outcomes and Assessment Committee

MINUTES FOR February 7, 2019

12:30 – 1:50 p.m.

Cravens Conference Room

Members Present: K. Dozier (chair); M. Avalos; M. DeSantiago; A. Elshafie; M. Flora, S. Fry; A. Johnson; C. Jones-Cage; M. Lopez; S. New; E. Reed; L. Soccio; C. Voyu (SLO Coordinator); G. Williams

Members not Present: D. Martinez (Admin/Ex-Officio)

Guests: Pilar Agudelo, Max Hernandez, Jenna Huntzinger

Recorder: Jeff Larson

### AGENDA

**1. Call to Order/Roll Call:** The meeting was called to order at 12:33 p.m. Quorum was present.

**2. Public Comments:** None

### **3. Action Items**

#### 3.1. Approval of Agenda

##### 3.1.1. DISCUSSION:

3.1.1.1. Sarah Fry asked that a discussion of the SLO Coordinator position be added to the agenda.

##### 3.1.2. CONCLUSION:

3.1.2.1. The agenda was approved as amended.

##### 3.1.3. FOLLOW-UP ITEMS:

3.1.3.1. Upload amended agenda to committee portal page

##### 3.1.4. PERSON RESPONSIBLE

3.1.4.1. Kim Dozier

##### 3.1.5. DEADLINE:

3.1.5.1. ASAP

#### 3.2. Approval of December 6, 2018, Minutes

##### 3.2.1. DISCUSSION:

3.2.1.1. None

##### 3.2.2. CONCLUSION:

3.2.2.1. The minutes were accepted as presented.

##### 3.2.3. FOLLOW-UP ITEMS:

3.2.3.1. Upload finalized version of minutes to committee portal page

3.2.4.PERSON RESPONSIBLE

3.2.4.1. Kim Dozier

3.2.5.DEADLINE:

3.2.5.1. ASAP

3.3. Approval of New OAC Mission, Goals, and CPC Charter – 2<sup>nd</sup> Reading

3.3.1.1. DISCUSSION: Moved by Fry (seconded) to approve the new OAC mission, goals, and CPC charter. The documents were reviewed at December's meeting at which it was suggested more be added regarding program enhancement. This suggestion was accommodated by the chair who added language to the mission.

3.3.2.CONCLUSION: Moved by Reed (seconded) to approve the 2<sup>nd</sup> reading of the documents, as amended. The motion was approved unanimously.

3.3.3.FOLLOW-UP ITEMS:

3.3.3.1. Revised Mission/Goals and CPC Charter to Senate for approval

3.3.4.PERSON RESPONSIBLE:

3.3.4.1. Kim Dozier

3.3.5.DEADLINE

3.3.5.1. ASAP (completed in February—will be on March 14<sup>th</sup> Senate agenda)

#### 4. Information/Discussion Items

4.1. Missing Assessments and Program Learning Outcomes – Updates

4.1.1.DISCUSSION:

4.1.1.1. Kim Dozier met yesterday with the deans and VP Baker. The deans will help encourage faculty to submit assessments and PLOs that are missing. Contacts may be via email and face-to-face, when possible. The deans also offered to include the topic on future meetings in their areas.

4.1.2.CONCLUSION:

4.1.2.1. Some faculty remain unaware that they are expected to complete these items. Kim Dozier reiterated to the deans that OAC will provide small group sessions to work with faculty whose items remain outstanding. The committee stands ready to support faculty in these tasks.

4.1.3.FOLLOW-UP ITEMS:

4.1.3.1. Continue to update the document in GoogleDocs

4.1.4.PERSON RESPONSIBLE:

4.1.4.1. Members

4.1.5.DEADLINE:

4.1.5.1. Ongoing

4.2. Assessment Cycle Plan

4.2.1.DISCUSSION:

4.2.1.1. Format: Kim Dozier distributed three format options. eLumen will provide automated reminders to faculty of items that are due. Members discussed the pros and cons of the formats. Providing a way to record when meetings are held to

discuss assessments could be a helpful addition, and also will help provide documentation for accreditation purposes. Tasks two and three could simply be dates. Simplification of the format could be useful. Could this be incorporated into the PEP template? Doing so could be confusing as the cycles differ in length. Perhaps a check-box could be added to the PEP so programs could indicate their areas are being assessed.

4.2.1.2. Timeline for completion in Academic Units: Is the end of spring 2019 a realistic deadline?

4.2.2.CONCLUSION:

4.2.2.1. Kim, Corbyn, and Sarah will create a sample document to incorporate some of the comments at today's meeting and bring it to the next meeting.

4.2.2.2. Information about eLumen will be sent to faculty so they can become more familiar with its use and features.

4.2.3.FOLLOW-UP ITEMS:

4.2.3.1. See 4.2.2.1 and 4.2.2.2 above

4.2.4.PERSON RESPONSIBLE:

4.2.4.1. Kim, Corbyn, and Sarah will be responsible for 4.2.2.1, and Kim will be responsible for 4.2.2.2.

4.2.5.DEADLINE:

4.2.5.1. As soon as possible

4.3. Work Group Updates

4.3.1.DISCUSSION:

4.3.1.1. Assessment Plan/Statement of Principles (Andrew/Sarah/Corbyn): Corbyn will email her document to members so it can be discussed at the March meeting. The benefit of having this in place is to have consistency around assessment and to ensure continuity as faculty leaders transition.

4.3.1.2. Handbook Completion (Melissa/Gary): The plan needs to come before the handbook is updated.

4.3.1.3. ILO/GE Outcomes Review (Lisa/Maria A.): Nothing to report

4.3.1.4. PEP/Up Feedback Process/Template (Chris/Ahmed): Nothing to report

4.3.2.CONCLUSION:

4.3.2.1. Work groups will continue to meet.

4.3.3.FOLLOW-UP ITEMS:

4.3.3.1. Continue work and report progress at March meeting.

4.4. eLumen Update

4.4.1.DISCUSSION:

4.4.1.1. Course Groups in eLumen to Review: Members have reviewed the course groups to ensure nothing has been missed. Kim distributed lists to representatives from each academic unit to review. Courses need to be grouped and linked to degrees and certificates.

- 4.4.1.2. Uploading templates in eLumen can be time-consuming, so Kim encourages members to suggest their faculty begin work as soon as possible on their PEP-Ups and PEPs.

4.4.2.CONCLUSION:

- 4.4.2.1. Please send feedback to Kim. Contact her with any questions and issues.

- 4.4.2.2. Encourage fellow faculty to begin working now on PEP-Ups and PEPs.

4.4.3.FOLLOW-UP ITEMS:

- 4.4.3.1. As above

- 4.4.3.2. As above

4.4.4.PERSON RESPONSIBLE:

- 4.4.4.1. Members

- 4.4.4.2. Members

4.4.5.DEADLINE:

- 4.4.5.1. As soon as possible

- 4.4.5.2. By March 15

4.5. Taxonomy of Programs

4.5.1.DISCUSSION:

- 4.5.1.1. How to efficiently identify programs for the program review process?

- 4.5.1.2. Who is responsible for deciding what programs are bundled (multiple disciplines together) and which disciplines are discrete?

- 4.5.1.3. Who should make requests to Institutional Research as needed?

4.5.2.CONCLUSION:

- 4.5.2.1. This item will be brought forward to the March meeting for further discussion.

4.5.3.FOLLOW-UP ITEMS:

- 4.5.3.1. Conduct research to see how other institutions handle these issues

4.5.4.PERSON RESPONSIBLE:

- 4.5.4.1. Members

4.5.5.DEADLINE:

- 4.5.5.1. Before the March meeting (send ideas to Kim)

4.6. PEP Showcase (Fall Flex?)

4.6.1.DISCUSSION:

- 4.6.1.1. Members don't recall a showcase being held in spring 2018. Members differed on whether fall would be a better time for the presentations. Maybe the showcase can be held during Spring 2020 Flex.

4.6.2.CONCLUSION:

- 4.6.2.1. Members will take to academic units for further discussion.

4.6.3.FOLLOW-UP ITEMS:

- 4.6.3.1. Members will take to academic units for further discussion.

4.6.4.PERSON RESPONSIBLE:

- 4.6.4.1. Members

4.6.5.DEADLINE:

- 4.6.5.1. Report back at next meeting

4.7. SLO Coordinator Position

4.7.1.DISCUSSION:

4.7.1.1. This item will be discussed at the March meeting.

5. **Good of the Order:** None

6. **Adjournment:** The meeting adjourned at 1:51 p.m.

**NEXT MEETING:**

Tuesday, March 7, 2019 – Cravens Conference Room

12:30 p.m. to 1:50 p.m.



## Outcomes and Assessment Committee

MINUTES FOR March 7, 2019

12:30 – 1:50 p.m.

Cravens Conference Room

Members Present: K. Dozier (chair); M. Avalos; M. DeSantiago; A. Elshafie; M. Flora, S. Fry; A. Johnson; C. Jones-Cage; M. Lopez; S. New; E. Reed; L. Soccio; G. Williams

Members not Present: D. Martinez (Admin/Ex-Officio); C. Voyu (SLO Coordinator)

Guests: Maximino Hernandez, Kristen Nelson

Recorder: Jeff Larson

### AGENDA

**1. Call to Order/Roll Call:** The meeting was called to order at 12:35 p.m. Quorum was present.

**2. Public Comments:** None

### **3. Action Items**

3.1. Approval of Agenda

3.1.1.DISCUSSION:

3.1.1.1. None

3.1.2.CONCLUSION:

3.1.2.1. The agenda was approved as presented.

3.1.3.FOLLOW-UP ITEMS:

3.1.3.1. None

3.2. Approval of February 7, 2019, Minutes

3.2.1.DISCUSSION:

3.2.1.1. None

3.2.2.CONCLUSION:

3.2.2.1. The minutes were accepted as presented.

3.2.3.FOLLOW-UP ITEMS:

3.2.3.1. Upload finalized version of minutes to committee portal page

3.2.4.PERSON RESPONSIBLE

3.2.4.1. Kim Dozier

3.2.5.DEADLINE:

3.2.5.1. ASAP

**4. Information/Discussion Items**

4.1. PEP Showcase (Fall Flex?)

4.1.1.DISCUSSION:

4.1.1.1. The discussion of when to hold the PEP Showcase continued from the February meeting. Math and Computer Science, Social Sciences, and Nursing & Health Services are in favor of fall, during Flex. Communications & Humanities is in favor of spring.

4.1.2.CONCLUSION:

4.1.2.1. The PEP Showcase will be held during Flex in fall 2019, based on the responses.

4.1.3.FOLLOW-UP ITEMS:

4.1.3.1. Submit FLEX proposal for showcase

4.1.4.PERSON RESPONSIBLE:

4.1.4.1. Kim Dozier

4.1.5.DEADLINE:

4.1.5.1. When FLEX call comes out from Fac Dev.

4.2. Assessment Cycle Plan

4.2.1.DISCUSSION:

4.2.1.1. Format: Kim Dozier distributed a format example. Sarah Fry demonstrated the sample format on screen that she and Corbyn Voyu created from Kim's example. Members discussed the format and suggested revisions.

4.2.1.2. Timeline for completion in Academic Units: Discussion about how to handle the required documentation for assessment was discussed. Whether to have this work done by hand at fall FLEX meetings or via eLumen directly were ideas discussed. Committee will come back with thoughts at April meeting. ~~The timing could be discussed at department meetings at Fall Flex, and then this information could be brought back to OAC by the OAC representatives. A paper version of the form could be shared at the department meetings for faculty to fill out for their OAC representatives.~~

4.2.2.CONCLUSION:

4.2.2.1. This framework is intended to provide a clear, user-friendly way to record assessment activity.

4.2.2.2. Logistical details regarding how best to roll this out at Fall Flex will be determined over the intervening months.

4.2.3.FOLLOW-UP ITEMS:

4.2.3.1. Develop process

4.2.3.2. Finalize format in eLumen

4.2.4.PERSON RESPONSIBLE:

4.2.4.1. Kim

4.2.4.2. Sarah and Corbyn

4.2.5.DEADLINE:

4.2.5.1. May OAC meeting



4.2.5.2.

4.3. SLO Coordinator Positions – job duties, continuing position (how long?), staff needs to support assessment

4.3.1.DISCUSSION:

4.3.1.1. Kim distributed the SLO Coordinator job description. The terms of the current SLO Coordinators end at the conclusion of spring semester 2019. Corbyn and Sarah agree that the position needs to continue and having two faculty serving in this role is ideal. The release time is appropriate. Adding language to the job description that the SLO Coordinators will assist in the PEP-Up process would be advisable. eLumen should be named as the assessment tool in the job description. The term should be extended to at least one full year, if not two. Restricting eligibility to tenured faculty is advisable. The job description could include language regarding keeping the OAC Handbook updated.

4.3.2.CONCLUSION:

4.3.2.1. Please send additional feedback to Kim so she can work on updating the draft of the job descriptions.

4.3.3.FOLLOW-UP ITEMS:

4.3.3.1. Present to Senate and President's cabinet

4.3.4.PERSON RESPONSIBLE:

4.3.4.1. Kim

4.3.5.DEADLINE:

4.3.5.1. Done

4.4. Review of Faculty Prioritization Rubric for Prioritizing Full-Time Faculty (for 2019-20 prioritization cycle)

4.4.1.DISCUSSION:

4.4.1.1. Kim distributed the rubric to members for review. She solicited members' feedback. Efficiencies (in Block 5) could be prefilled since this is a statistic. The second bullet in Block 3 could replace "student learning outcomes" with "student success." Members shared perspectives on how specific programs' needs can best be acknowledged in the PEP-Up process.

4.4.2.CONCLUSION:

4.4.2.1. Suggestions will be sent forward to APO

4.4.3.FOLLOW-UP ITEMS:

4.4.3.1. none

4.4.4.PERSON RESPONSIBLE:

4.4.4.1. Kim

4.4.5.DEADLINE:

4.4.5.1. April 11<sup>th</sup> APO meeting

4.5. AP 4020 – Follow-Up Comments

4.5.1.DISCUSSION:

- 4.5.1.1. Administrative Procedure 4020 Program and Curriculum Development was vetted by OAC. It went to Educational Policies and Practices Committee, but did not move forward from there. Members do not recall the AP coming before OAC in 2017-18.
- 4.5.2.CONCLUSION:
  - 4.5.2.1. Kim asked the members to review the AP and provide feedback to her.
- 4.5.3.FOLLOW-UP ITEMS:
  - 4.5.3.1. Provide feedback on AP 4020 to Kim
- 4.5.4.PERSON RESPONSIBLE:
  - 4.5.4.1. Members
- 4.5.5.DEADLINE:
  - 4.5.5.1. Before the April meeting
- 4.6. Missing Assessments and Program Learning Outcomes – Updates
  - 4.6.1.DISCUSSION:
    - 4.6.1.1. Kim distributed a document listing programs that have no program learning outcomes. Documented program learning outcomes are critical to curriculum mapping, meta majors, and other efforts. Programs being submitted now in CIM are required to have PLOs.
  - 4.6.2.CONCLUSION:
    - 4.6.2.1. Many programs seem to have PLOs, but they are mislabeled as something else.
  - 4.6.3.FOLLOW-UP ITEMS:
    - 4.6.3.1. Members were asked to review the column headed “Questions for OAC.”
  - 4.6.4.PERSON RESPONSIBLE:
    - 4.6.4.1. Members
  - 4.6.5.DEADLINE:
    - 4.6.5.1. Before the April meeting
- 4.7. Work Group Updates
  - 4.7.1.DISCUSSION:
    - 4.7.1.1. Assessment Plan/Statement of Principles (Andrew/Sarah/Corbyn): Corbyn’s draft was distributed that was developed with Andrew’s and Sarah’s input. Currently, the college has no articulated assessment plan. Codifying an assessment plan will help build a more successful assessment program and build an institutional culture of assessment. A refined draft will be brought to the April meeting. Ultimately, an assessment website will be linked to the college portal.
    - 4.7.1.2. Handbook Completion (Melissa/Gary): Tabled until after Assessment Plan is complete and eLumen is further along in implementation.
    - 4.7.1.3. ILO/GE Outcomes Review (Lisa/Maria A.): Tabled until fall once eLumen implementation is further along.
  - 4.7.2.CONCLUSION:
    - 4.7.2.1. The work groups will continue their efforts.
  - 4.7.3.FOLLOW-UP ITEMS:

4.7.3.1. Nothing specific beyond their areas outlined above

4.7.4.PERSON RESPONSIBLE:

4.7.4.1. Work group members

4.7.5.DEADLINE:

4.7.5.1. Ongoing

4.8. eLumen Update

4.8.1.DISCUSSION:

4.8.1.1. Kim, Sarah, and Corbyn have been working with eLumen. Kim will be in the BFIC next week during college hour on Tuesday to help faculty.

4.8.2.CONCLUSION:

4.8.2.1. This was successful. We had about 15 different faculty come for assistance.

4.8.3.FOLLOW-UP ITEMS:

4.8.3.1.

4.8.4.PERSON RESPONSIBLE:

4.8.4.1.

4.8.5.DEADLINE:

4.8.5.1. Done

4.9. Taxonomy of Programs – postponed to the April meeting

4.9.1.DISCUSSION:

4.9.1.1. How to efficiently identify programs for the program review process?

4.9.1.2. Who is responsible for deciding what programs are bundled (multiple disciplines together) and which disciplines are discrete?

4.9.1.2.1. This discussion should be conducted in collaboration with Guided Pathways so that programs are bundled in the same way.

4.9.1.3. Who should make requests to Institutional Research as needed?

4.9.1.4. What are the purposes of PEPs and PEP-Ups?

5. **Good of the Order:** Kim gave the committee a heads-up that she plans to run for Senate president. If she is elected, a new chair will need to be appointed to complete the final year of her term as OAC chair.

6. **Adjournment:** The meeting adjourned at 1:39 p.m.

## **NEXT MEETING:**

Tuesday, April 4, 2019 – Cravens Conference Room

12:30 p.m. to 1:50 p.m.



## **Outcomes and Assessment Committee**

### **Minutes for Thursday, April 4, 2019**

12:30 pm – 1:50 pm

Cravens Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Ahmed Elshafie; Andrew Johnson; Chris Jones-Cage; Corbyn Voyu (SLO Coordinator); Ed Reed; Gary Williams; Kim Dozier (chair); Lisa Soccio; Maria Avalos; Melissa Flora, Monica Lopez; Sarah Fry; Shea New

##### **Committee Members Not Present**

Daniel Martinez (Admin/Ex-Officio); Maria DeSantiago

##### **Guest(s)**

Kristen Nelson, Maximino Hernandez

##### **Recorder**

Jeff Larson

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

###### **1.1 Call to Order Details**

- The meeting was called to order at 12:31 pm. Quorum was present.

###### **1.2 Public Comments Details**

- Kim Dozier reminded the full-time faculty to vote in Senate elections.

##### **2. Action Items**

###### **2.1 Approval of Agenda Discussion**

- Moved by Ed Reed (seconded) to approve the agenda as presented.

###### **2.1 Conclusion**

- Agenda was approved.

**2.1 Follow-up Items****2.1 Task of****2.1 Due by**

None	None	None
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**2.2 Approval of March 7, 2019 Minutes Discussion**

- No discussion.

**2.2 Conclusion**

- The minutes of the March 7, 2019, meeting were approved as presented.

**2.2 Follow-up Items****2.2 Task of****2.2 Due by**

Upload finalized minutes on portal	Kim Dozier	4/4/2019
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**2.3 Approval of First Reading of Assessment Plan Discussion**

- Moved by Ed Reed (seconded) to approve the first reading of the assessment plan.
- Kim Dozier mentioned that the plan will go to Senate in the fall, pending OAC approval.
- Melissa Flora observed that the term "growth" is a loaded word. Members agreed that "Focused on Improvement" would be better.
- Gary Williams distributed his feedback on the plan and reviewed it with the members. His intent was to align the plan with Guided Pathways.

**2.3 Conclusion**

- The first reading of the assessment plan was approved.

**2.3 Follow-up Items****2.3 Task of****2.3 Due by**

Send feedback document to Kim Dozier so she can share it with the committee membership	Gary Williams	4/4/2019
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**2.4 Appointment of OAC Chair (1 year) Discussion**

- Kim Dozier moved (seconded) to appoint Ed Reed to fill the OAC Chair position, effective as of the end of spring semester.

**2.4 Conclusion**

- The motion passed unanimously.

**2.4 Follow-up Items****2.4 Task of****2.4 Due by**

Notify Senate of Ed's appointment	Kim Dozier	4/4/2019
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**3. Information/Discussion Item(s)**

### 3.1 Assessment Cycle Plan in eLumen Discussion

- Finalize Format
  - Kim Dozier distributed the proposed cycle grid format in eLumen.
  - Once faculty are using eLumen, they may discover items that need to be adjusted so that it works better for everyone.
  - Members discussed pre-population of fields and other topics related to the format.
- Finalize Timeline for Completion in Academic Units
  - The goal is to roll out the process at fall Flex and finalize it during the fall.

### 3.1 Conclusion

- Members were asked to share the format with their unit faculty and let them know to be ready for this work in the fall.
- Kim and Sarah will work more on the format to see what it can do.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

### 3.2 PEP/UP Feedback Discussion

- Review of Feedback Provided
  - Kim distributed copies of feedback emails received from faculty and others.
  - Feedback was coded as being comments about eLumen functionality (will be shared with eLumen), comments for OAC review and potential revision of PEP/UP forms, and comments to share with Institutional Research.
- Discussion of Needed Changes
  - Kim has been working on addressing several items.

### 3.2 Conclusion

- Multiple items will be followed up and improved upon. Further discussion will continue into the fall.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
None	None	None

### 3.3 Process for Closing the “Loop” and Providing Feedback on PEP/Ups Discussion

- Currently, programs receive no feedback on their submitted documents once they send them in.
- To provide committee-wide feedback on all submissions, each OAC rep and the chair would need to read 43 documents and provide feedback (not including the SLO Coordinators). This would be burdensome.

### 3.3 Conclusion

- Kim suggested that each member read 1 PEPs and 3 PEP-Ups and provide feedback a simple form. The chair would read any additional documents in addition to the 4 assigned to members.
- Members would review documents from any area of the college. Having fresh eyes review documents from other areas can be beneficial to both the reviewers and the areas being reviewed.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Send PEPs and PEP-Ups to members to review for feedback, along with the feedback form	Kim Dozier	4/4/2019
Review assigned PEPs and PEP-Ups, providing feedback	Members	By the end of the spring semester

### 3.4 Missing Assessments and Program Learning Outcomes – Updates

#### Discussion

- Outstanding items continue to trickle in.

### 3.4 Conclusion

- None

3.4 Follow-up Items	3.4 Task of	3.4 Due by
Provide updated numbers on outstanding items	Kim Dozier	May meeting

### 3.5 Workgroup Updates Discussion

- Handbook Completion: Melissa and Gary – Tabled until after Assessment Plan is complete and eLumen is further along in implementation.
- ILO/GE Outcomes Review: Lisa and Maria – Tabled until fall.

### 3.5 Conclusion

- Work to continue at the appropriate time.

**3.5 Follow-up Items****3.5 Task of****3.5 Due by**

None	None	None
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**3.6 eLumen Update Discussion**

- The system takes a lot of active maintenance. Kim, Sarah, and Corbyn have worked on identifying the areas that need attention.
- Faculty have had positive feedback on eLumen during ongoing trainings.
- Trainings will continue to be offered, including during fall Flex.

**3.6 Conclusion**

- A staff member may be needed to assist with full utilization of eLumen.

**3.6 Follow-up Items****3.6 Task of****3.6 Due by**

Continue training faculty	SLO Coordinators	Ongoing
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**3.7 Taxonomy of Programs Discussion**

- Ongoing discussion needed in context of larger discussion of the role that PEP/Ups have at the college – recommend this be a goal of 2019-2020 for OAC to develop a Statement of Purpose for the PEP/Ups and assessment data that will cover the following issues:
  - How to efficiently identify programs for the program review process?
  - Who is responsible for deciding what programs are bundled (multiple disciplines together) and which disciplines are discrete?
  - What is the purpose of instructional assessment at COD?

**3.7 Conclusion**

- These topics are part of a larger conversation that the committee will need to continue in the fall with the goal of reaching recommendations.
- Faculty spend significant amounts of time with program review, but there is a concern that much of what is generated doesn't move any further. Can processes be streamlined and still provide what is needed?
- The deans and vice presidents should read all submissions and provide written feedback.

**3.7 Follow-up Items****3.7 Task of****3.7 Due by**

Continue working on this issue	Members	Into fall semester
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**4. Good of the Order**

- None



## **5. Future Agenda Topics**

- None

## **6. Adjournment**

The meeting adjourned at 1:42 pm.

## **7. Next Meeting**

Thursday, May 2, 2019

12:30 pm – 1:50 pm

Cravens Conference Room



**Outcomes and Assessment Committee  
Minutes for Thursday, September 5, 2019**

12:30 p.m. – 1:50 p.m.

President’s Board Room

**Meeting Participants**

**Committee Members Present**

Ed Reed (chair); Josephine Mayo; Melissa Flora, Sarah Fry (SLO Coordinator); Maria Elena Diaz; Chris Jones-Cage; Monica Lopez; Dr. Daniel Martinez (Admin/Ex-Officio); Lisa Soccio; Corbyn Voyu (SLO Coordinator); Gary Williams; Andrew Johnson; Giuseppe Vezzoli; Jenna Huntzinger; Maria De Santiago; Sarah Fry

**Committee Members Not Present**

None

**Guest**

Dr. Annebelle Nery; Max Hernandez; Kristen Nelson; Jin-An Dunning

**Recorder**

Lynda Scott

**Meeting Minutes**

**1. Call to Order/Roll Call**

The meeting was called to order at 12:30 p.m. Quorum was present.

**2. Public Comments**

- There were no public comments.

**3. Action Items**

**3.1 Approval of Agenda**

- Moved Melissa (seconded) to approve the agenda as presented.

**3.1 Conclusion**

- The agenda was approved as presented.

**3.1 Follow-up Items**

**3.1 Task of**

**3.1 Due by**

None		
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**3.2 Approval of May 2, 2019, Minutes**

- Moved by Williams (seconded) to approve minutes as presented

### 3.2 Conclusion

- The minutes were approved as presented.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Post finalized version of minutes on portal	Lynda Scott	ASAP

## 4. Information/Discussion Items

### 4.1 SLO Coordinator(s) Report – Sarah Fry and Corbyn Voyu

- Assessment Plan will provide an ongoing effort to identify areas of improvement and educating faculty to obtain a successful outcomes.
- SLO representatives plan to attend Department meetings to explain SLOs, along with trainings (Oct. 31, 12/2, 12/10) and video tutorials.
- Encourage all-faculty participation and input

4.1 Follow-up Items	4.1 Task of	4.1 Due by
Updates will be ongoing	S. Fry and C. Voyu	

### 4.2 Assessment – Kristen Nelson

- Reported COD had an assessment completion rate of 73.34% as of fall 2018. Within three years the goal is 100% compliance requiring an ongoing effort of faculty (FT and ADJ) involvement.
- The members agreed that stipends should be considered for faculty willing to commit to a weekly schedule to enable this project to go forward. Hours of participation would be stipulated.
- Three-year rotation of the assessment cycle before our accreditation report. 100% assessment for each of the next three years to attain 100%.

### 4.3. OAC Chair Report – Ed Reed

- Revisions of PEP and PEP-UP; organize and edit the current document. Streamline additional documents.
- Campus-wide implementation of eLumen; including FLEX trainings along with SLO Assessment.
- Chair to visit each school to report SLO/PLO progress

4.3 Follow-up Items	4.2 Task of	4.2 Due by

#### **4.4 Assessment Plan – Corbyn Voyu and Gary Williams**

This item will be postponed until October 3 meeting

#### **4.5. Work Group Updates**

**4.5.1** Handbook; Melissa Flora and Gary Williams; work is ongoing and will update committee

**4.5.1** ILO/GE Outcomes; Lisa Soccio and Maria Elena Diaz; will update committee

<b>4.5.1 Follow-up Items</b>	<b>4.5.1 Task of</b>	<b>4.5.1 Due by</b>
Workgroups to provide updates	M. Flora, G. Williams, L. Soccio, M. Diaz	October 3 OAC meeting

#### **5. Adjournment**

The meeting was adjourned at 1:45 p.m.

#### **Next Meeting**

November 7, 2019

12:30 – 1:50 pm

President’s Board Room – Administration Building



## Outcomes and Assessment Committee

Draft Minutes for Thursday, October 3, 2019

12:30 p.m. – 1:50 p.m.

President's Board Room

### Meeting Participants

#### Committee Members Present

Ed Reed (chair); Josephine Mayo, Adjunct; Michael Gladych, alt for Lisa Soccio, Arts & Media; Gary Williams, Bus & Applied Tech; Maria Elena Diaz, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Andrew Johnson, Library & Learning Res; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences; Maria DeSantiago, Student Serv/Special Prog  
~~Monica Lopez; (Admin/Ex-Officio);~~

**Ex-Officio:** Dr. Daniel Martinez, Corbyn Voyu (SLO Coordinator)

#### Committee Members Not Present

Lisa Soccio

**Guest** John Learned, Curriculum Committee Chairman

### Meeting Minutes

#### 1. Call to Order/Roll Call

The meeting was called to order at 12:30 p.m. Quorum (6) was present.

#### 2. Public Comments

- There were no public comments.

#### 3. Action Items

##### 3.1 Approval of Agenda

- Add Guided Pathways OAC member; motion by Melissa, second

##### 3.1 Conclusion

- The agenda was approved

##### 3.1 Follow-up Items

##### 3.1 Task of

##### 3.1 Due by

None		
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##### 3.2 Approval of September 5, 2019, Minutes

- Moved and seconded to approve minutes as presented.
- Update made on names of those working on ILO/GE outcomes review.

### 3.2 Conclusion

- The minutes will be amended

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Add assessment goal	Lynda Scott	Prior to posting

### 3.3 Guided Pathways

- Guided Pathways has requested an OAC replacement member for Kim Dozier who has resigned. Ed asked if anyone would be available to attend meetings twice a month.
- Dau Mayo volunteered to serve

### 3.3 Conclusion

- Dau to represent OAC

3.3 Follow-up Items	3.3 Task of	3.2 Due by
Notify Oscar Parra-Espinoza	Ed Reed	

### 3.4 PEP and PEP-Up, John Learned

- PEP-Up - Include a form that faculty can list courses and programs that have been updated during the year. Ask ADTs (associate degree for transfer) to check the TMC (transfer model curriculum) template from year to year to verify degree updates.
- PEP - faculty should include full list of course and programs (degrees) in specific areas, and when they were updated.
- Possibly set-up a review cycle for the next five years.

## 4. Information/Discussion Items

### 4.1 SLO Coordinator(s) Report – Sarah Fry and Corbyn Voyu

- SLO representatives attended various Department meetings to explain SLOs and announce trainings (Oct. 31, 12/2, 12/10) and video tutorials.
- Website to provide materials, revision and resource information
- Assessment participation stipend for adjunct faculty should be clearly defined

4.1 Follow-up Items	4.1 Task of	4.1 Due by
Updates will be ongoing.	S. Fry and C. Voyu	

#### 4.2 OAC Chair Report – Ed Reed

- Chair visited various schools to report SLO/PLO progress.
- Campus-wide implementation of eLumen; including FLEX trainings along with SLO Assessment sessions.
- Revisions of PEP and PEP-UP. Corbin and Sarah asked for input on organizing and editing the templates for PEP and PEP-UP.
- A Task Force will be created to work with Sarah and Corbin on templates for PEP and PEP-UP.

4.3 Follow-up Items	4.2 Task of	4.2 Due by
Chair to create PEP/PEP-UP Task Force.	OAC Chair	November 7 OAC meeting

#### 4.4 Assessment Seminar – Melissa Flores

- Melissa will be providing three informational sessions; **a.** provide time to faculty to catch-up on reporting previous assessments; **b.** how to speed-up the process of reporting by using saved assessments, **c.** learn about some ways to reflect on assessment data.
- During each session Melissa will instruct faculty how to create an assessment in eLumen, and using that to submit an assessment report.
- Attendees will be encouraged to bring assessment data from spring and fall 2019 if they have not been submitted assessments for courses they assessed, or data on current assessment they may have already done for the fall semester.

#### 4.5 Work Group Updates

**4.5.1** Handbook; Melissa Flora and Gary Williams; work is ongoing and committee will be updated.

**4.5.1** ILO/GE Outcomes; no report.

##### 4.5.1 Follow-up Items

Workgroups to provide updates.	M. Flora, G. Williams; L. Soccio,	November 7 OAC meeting
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## **5. Good of the Order**

## **6. Future Agenda Topics**

## **7. Adjournment**

The meeting was adjourned at 1:45 p.m.

## **Next Meeting**

November 7, 2019

12:30 – 1:50 pm

President's Board Room – Administration Building





## **Outcomes and Assessment Committee**

### **Minutes for Thursday, December 5, 2019**

12:30 p.m. – 1:50 p.m.

President's Board Room

#### **Meeting Participants**

##### **Committee Members Present**

Ed Reed (chair); Josephine (Dau) Mayo; Melissa Flora, Sarah Fry; Chris Jones-Cage; Monica Lopez; Lisa Soccio; Corbyn Voyu; Gary Williams; Andrew Johnson; Giuseppe Vezzoli; Jenna Huntzinger; Maria De Santiago; Maria Elena Diaz; Marissa Banuelos (Social Sciences, alternate); Sarah Fry; Emila Rahimic, Institutional Research

##### **Committee Members Not Present**

Dr. Daniel Martinez, Institutional Research; Amanda Phillips, Dean, Counseling Services; Chris Jones Cage

**Guest** Jin An-Dunning, Farida Rizvanbegovic

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

**1.1** The meeting was called to order at 12:30 p.m. Quorum was present.

##### **1.2** Public Comments

- There were no public comments.

##### **2. Action Items**

##### **2.1 Approval of Agenda**

Motion, M. Flora, Second, S. Fry; Approved

##### **2.1 Conclusion**

##### **2.2 Approval of November 7, 2019 Minutes**

- Motion, A. Johnson, second, D. Mayo; approved as submitted.

##### **3. Information/Discussion/Reports**

### **3.1 SLO Coordinator(s) – Report – Sarah Fry and Corbyn Voyu**

Sarah and Corbyn encouraged all committee members to remind their respective areas of the 100% assessment goal. Trainings are still available for those who need assistance. Ideally, instructors will submit assessments at the time grades are due.

The information in eLumen roster is not always matching up with information in Web Advisor. Please inform Sarah or Corbyn if you notice that happening.

### **3.2 ILO/PLO Revisions Taskforce –**

Beginning in the spring revisions will be made to clarify institutional goals.

### **3.3 ‘Excellence in Assessment’, Ed Reed**

Ed introduced an Academic Senate Resolution (handout) that will have a first reading during the Academic Senate December 12 meeting. Committee members recognize the importance of assessments and want to annually honor either an individual, department, or school that best utilizes exceptional assessment.

**Conclusion:** Ed will report to the Committee at the February meeting.

### **3.4 OAC Chair Report – Ed Reed**

**3.4.1 Guided Pathways and Program Review** (handout) – In the future consideration will be given to revise program reviews that will be more aligned with the Guided Pathways framework that provides a more student focused plan. The committee will discuss this topic after the first of the year.

Good of the Order

## **4. Future Agenda Topics**

## **5. Adjournment**

The meeting was adjourned at 1:40 p.m.

### **Next Meeting**

February 6, 2020

12:30 – 1:50 pm

President’s Board Room – Administration Building





## **Outcomes and Assessment Committee**

Minutes for Thursday, February 6, 2020

12:30 p.m. – 1:50 p.m.

President's Board Room

### **Members Present**

Ed Reed (Chair); Lisa Soccio (Arts & Media); Stanley Henry (Business & Applied Technology); Maria Elena Diaz (Communication/Humanities); Jenna Huntzinger (General Counseling); Sarah Fry (Health Sciences & Education); Melissa Flora (Math & Computer Science); Giuseppe Vezzoli (Science & Engineering); Chris Jones-Cage (Social Sciences); Maria DeSantiago (Student Services/Special Programs);

**Ex-officio, Non-Voting;** Dr. Daniel Martinez (Institutional Research); Corbyn Voyu (SLO Coordinator); Jin An-Dunning (SLO Coordinator)

### **Members Not Present**

Mike Gladych (Adjunct); Andrew Johnson (Library & Learning Resources);

**Ex-officio, non-voting;** Amanda Phillips (Dean, Counseling Services)

### **Recorder**

Tina Gonzalez

### **Meeting Minutes**

#### **1. Opening Items**

1.1 **Call to Order/Roll Call** 12:30 p.m.

1.2 **Public Comments** - None

#### **2. Action Items**

##### **2.1 Approval of Agenda**

- Removal of ILO/PLO Revisions Task Force, approved as amended.

2.2 **December 5, 2019 Minutes** approved as submitted

### **Moved to action**

##### **2.3 First Reading – Excellence in Teaching Award Resolution**

Motion: \_\_\_\_\_ 2<sup>nd</sup>

Discussion:

- Revisions to be made to the Excellence in Teaching Award.
- Members were asked to discuss revisions with their respected areas.

Follow-up	Responsible	Due by
Discuss revisions with constituents	Committee	

## 2.4 First Reading – Assessment Due Date Resolution

Motion: \_\_\_\_\_ 2<sup>nd</sup>

Discussion:

- Revisions to be made
- Ed Reed to make revisions and present at second reading.

Follow-up	Responsible	Due by
Make suggested revisions	Chair Reed	before 3/5

## 3. Information/Discussion Items/Reports

### 3.1 SLO Coordinators report

- Corbyn Voyu and Sarah Fry reported accreditation at 95%. Deans were notified of which assessments are missing. Refreshers in eLumen will be available each semester. All additional goals were changed due to 100% accreditation goal. Members expressed concerns. Ed Reed shared list of questions about assessments/PEPs and PEPUPs.

### 3.2 ILO/PLO Revisions Task Force – Removed from agenda

### 3.3 Establishment of Newsletter Standing Committee to the OAC

- Postponed

### 3.4 OAC chair report

- Postponed

## 4. Adjournment

The meeting was adjourned at 1:40 p.m.

## Next Meeting

March 5, 2020

12:30 – 1:50 p.m.

President's Board Room – Administration Building



## **Outcomes and Assessment Committee**

Draft Minutes for Thursday, March 5, 2020

12:30 p.m. – 1:50 p.m.

President's Board Room

### **Members Present**

Ed Reed (Chair); Mike Gladych (Adjunct); Lisa Soccio (Arts & Media); Stanley Henry (Business & Applied Technology); Maria Elena Diaz (Communication/Humanities); Jenna Huntzinger (General Counseling); Andrew Johnson (Library & Learning Resources); Melissa Flora (Math & Computer Science); Giuseppe Vezzoli (Science & Engineering); Chris Jones-Cage (Social Sciences);

### **Ex-officio, Non-voting:**

Dr. Daniel Martinez (Institutional Research); Corbyn Voyu (SLO Coordinator); Jin An-Dunning (SLO Coordinator)

### **Not Present**

Sarah Fry (Health Sciences & Education); Maria DeSantiago (Student Services/Special Programs);  
Ex-officio, non-voting; Amanda Phillips (Dean, Counseling Services)

**Guest:** Maximino Hernandez

### **Recorder**

Tina Gonzalez

## **Meeting Minutes**

### **1. Opening Items**

**1.1** Call to Order/Roll Call 12:30 p.m.

**1.2** Public Comments - None

### **2. Action Items**

**2.1 Approval of Agenda** amended to add ILO's

Motion: Melissa Flora, 2<sup>nd</sup>

Discussion: Add ILO's

Approved as amended

## 2.2 Approval of February 6, 2020 minutes

Motion: Melissa Flora, 2<sup>nd</sup>

Discussion: formatting

Approved as submitted

***What does this mean?*** *Melissa Flora requested for minutes to be changed back to previous formatting.*

## 2.3 Second Reading – Excellence in Teaching Award Resolution

Motion: Melissa Flora, 2<sup>nd</sup>

Discussion:

- Feedback from respected areas and revisions in language to be made.

Postponed

Follow-up	Responsible	Due by
Revise language based on feedback	Chair Reed	Next meeting

## 2.4 Second Reading – Assessment Due Date Resolution

Motion: Melissa Flora, 2<sup>nd</sup>

Approved

- Feedback from respected area and revisions were made.

Follow-up	Responsible	Due by
Forward to Academic Senate	Chair Reed	

## 3. Information/Discussion Items/Reports

### 3.1 SLO Coordinators report – C Voyu

- Updates on PEP and PEPUPs, list of courses that are missing assessments for Spring 2020, refreshers in elumen, and 100% still in effect.
- What exactly the 100% expectation is
- Continued compensation for assessment work done through Spring 2020.

### 3.2 ILO Report - C Voyu

- Hands outs on; Proposed ILO's, Institutional outcomes (Current), Mission, Vision & Values, ILO Examples/Rationale.

Follow-up	Responsible	Due by
1. Feedback from constituents 2. Send handouts to members	Members Corbyn Voyu	Next meeting

### **3.3 Assessment of non-credit courses – C Voyu**

- Need of a resolution/best practice, from the OAC, regarding the policy on assessment of credit and non-credit courses.

### **3.4 Bundling PEPs and Data for PEPs**

- Roundtable discussion on a process for bundling data for PEPs.

### **3.5 Establishment of Newsletter Standing Committee to the OAC**

- No discussion.

### **3.6 OAC chair report**

- Ed Reed announced that he will put his name into Chair OAC for next term.
- Discussion of March 16<sup>th</sup> due date of PEPs.

## **4. Adjournment**

The meeting was adjourned at 1:45 p.m.

## **Next Meeting Cancelled**

April 2, 2020

12:30 – 1:50 p.m.

~~President's Board Room – Administration Building~~





**Outcomes and Assessment Committee  
Minutes for Thursday, September 17, 2020**

12:30 p.m. – 1:50 p.m.

Via Zoom/Meeting ID#-99526107085

**Meeting Participants**

**Committee Members Present**

Ed Reed (chair); Lisa Soccio, Arts & Media; Stan Henry, Bus & Applied Tech; Brian Fotinakes, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Maria Herrera, Library & Learning Res; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences, Mike Gladych, adjunct

**Ex-Officio:**

Dr. Daniel Martinez, Corbyn Voyu (SLO Coordinator), Kristen Nelson

**Committee Members Not Present**

Maria DeSantiago (Student Services/Special Programs)

**Recorder**

Tina Gonzalez

**Meeting Minutes**

**1. Opening Items**

**1.1 Call to Order/Roll Call** 12:30 p.m.

**1.2 Public Comments - none**

**2. Action Items**

**2.1 Approval of Agenda**

Motion: Melissa Flora, 2<sup>nd</sup>

Approved

**2.2 Approval of May 7, 2020 minutes**

Approved as submitted

**2.3 Second reading of Non-Credit Assessment Requirements**

Motion: Melissa Flora, 2<sup>nd</sup> Chris Jones.

Discussion: Revised language and motioned to move forward as amended.

Approved

### **3. Information/Discussion Items/Reports**

#### **3.1 Introductions**

- All present meeting participants introduced themselves.

#### **3.2 SLO coordinators report**

- Corbyn Voyu reported that the college is done with the 100% accreditation goal and have satisfied the accreditation requirements. Corbyn and Sarah discuss the goals for SLO's, which are; meaningful assessments, curriculum mapping and starting to work on the next accreditation.

#### **3.2 Conclusion**

- Sarah Fry sent an email to all members with the following attachments;
  1. GE outcomes
  2. Institutional outcomes
  3. Proposed ILO's

#### **3.3 Assessment through survey**

- Kristen Nelson discusses how some SLO's had to be done through survey monkey and how faculty can reflect on the results.

#### **3.4 OAC chair report**

- Ed Reed assigned PEP evaluators; Sarah Fry, Mike Gladych and Ed Reed. Discussion on deadline for PLO revisions.

### **4. Good of the order**

- Sarah Fry brought up and discussed the addendum for the prioritization email that Dr. Nery sent out.

### **5. Adjournment 1:30 p.m.**

#### **Next Meeting**

October 1, 2020

12:30 – 1:50 p.m.

Via Zoom



## Outcomes and Assessment Committee

### Minutes for Thursday, October 1, 2020

12:30 p.m. – 1:50 p.m.

Via Zoom/Meeting ID#-99526107085

#### Meeting Participants

##### Committee Members Present

Ed Reed (chair); Lisa Soccio, Arts & Media; Stan Henry, Bus & Applied Tech; Brian Fotinakes, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Maria Herrera, Library & Learning Res; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences, Mike Gladych, adjunct

##### Ex-Officio:

Dr. Daniel Martinez, Corbyn Voyu (SLO Coordinator)

##### Not Present

Maria Herrera, Library & Learning Res

Ex-officio, Amanda Phillips

##### Recorder

Tina Gonzalez

#### Meeting Minutes

##### 1. Opening Items

1.1 Call to Order Roll Call - 12:30 p.m.

1.2 Public Comments - None

##### 2. Action Items

2.1 Approval of Agenda as submitted

2.2 Approval of May 7, 2020 minutes as submitted

Motion: M Flora, 2<sup>nd</sup>

2.3 Third reading- Assessment of Non-Credit Courses

Motion: M Flora, 2<sup>nd</sup>

Discussion: No revisions

Approved Unanimously

Follow Up Items:

Responsible:

Due by

Forward to Senate President for AFS	E Reed	Oct 2/Oct 15
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##### 3. Information/Discussion Items/Reports

###### 3.1 Institutional Learning Outcomes

- Roundtable discussion for suggestions on language and additions.

- Ed Reed to make revisions

- Follow Up Items:

Responsible:

Due by

Make revisions and send to committee	E Reed	Oct 22
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### 3.2 Program Learning Outcomes

- Roundtable discussion for suggestions and language.
- PLO's and ILO's to be sent out and discussed with respected areas, for consideration at next meeting.

Follow Up Items	Responsible	Due by
1. Email PLO & ILO to faculty	1. E Reed	1. Oct 5
2. Discuss with constituents	2. Committee reps	2. Oct 22

### 3.3 SLO coordinators report- Corbyn Voyu, Sarah Fry

- Corbyn and Sara shared an invitation flyer to their new series, "SLO Down" with Corbyn & Sarah. Every other Wednesday, starting October 7, 2020 from 2 to 3pm.

**4. Good of the order** - None

**5. Adjournment** - 1:30 p.m.

### Next Meeting

November 5, 2020

12:30 – 1:50 p.m.

Via Zoom



## **Outcomes and Assessment Committee**

### **Minutes for Thursday, November 5, 2020**

12:30 p.m. – 1:50 p.m.

Via Zoom/Meeting ID#-99526107085

#### **Committee Members Present**

Ed Reed (chair); Lisa Soccio, Arts & Media; Stan Henry, Bus & Applied Tech; Brian Fotinakes, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences, Mike Gladych, adjunct

#### **Ex-Officio:**

Dr. Daniel Martinez, Corbyn Voyu (SLO Coordinator)

#### **Committee Members Not Present**

Maria Herrera, Library & Learning Res

**Guests:** Kristen Nelson

#### **Recorder**

Tina Gonzalez

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

1.1 12:30 p.m.

1.2 Public Comments - none

#### **2. Action Items**

##### **2.1 Approval of Agenda**

- No objections. Approved as is.

##### **2.2 Approval of May 7, 2020 minutes**

- Melissa Flora motioned to approve minutes, 2nd Mike Gladych.

##### **2.3 Third reading- Assessment of Non-Credit Courses**

- After discussion and no further revisions, Melissa Flora moves to put forward to Senate. 2<sup>nd</sup> Mike Gladych. Motion passed.

##### **2.4 Second reading- Program Learning Outcomes and Mapping**

- Melissa Flora moved to approve second reading, seconded by Sarah Fry. No comments or discussion brought back from schools. Melissa Flora moves to approve as is, seconded by Sarah Fry.

### **3. Information/Discussion Items/Reports**

#### **3.1 ACR & ESYS SLO Assessment schedule**

- Sarah Fry discusses accreditation requirements. Sarah sets a calendar reminder to follow up on this discussion.

#### **3.2 SLO coordinators report- Corbyn Voyu, Sarah Fry**

- Corbyn and Sara give helpful information regarding where to find sessions and material on the OAC website. Members are to ask their areas if their departments need revision sessions or help from SLO coordinators, to contact them if needed.
- SLO coordinators discussed how to submit cycles.

#### **3.3 OAC chair report-Ed Reed**

- Ed Reed discusses OAC FLEX presentation/workshop ideas.

### **4. Good of the order**

### **5. Adjournment 1:36 p.m.**

### **Next Meeting**

February 4, 2021

12:30 – 1:50 p.m.

Via Zoom



## **Outcomes and Assessment Committee**

### **Minutes for Thursday, February 4, 2021**

12:30 p.m. – 1:50 p.m.

Via Zoom/Meeting ID#-99526107085

#### **Committee Members Present**

Ed Reed (chair); Lisa Soccio, Arts & Media; Stan Henry, Bus & Applied Tech; Brian Fotinakes, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Maria Herrera, Library & Learning Res; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences; Mike Gladych, adjunct

#### **Ex-Officio:**

Dr. Daniel Martinez, Amanda Phillips (Not present), Corbyn Voyu (SLO Coordinator), Kristen Nelson

#### **Committee Members Not Present**

Maria Herrera, Library & Learning Res

#### **Recorder**

Tina Gonzalez

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

**1.1** 12:31 p.m.

1.2 Public Comments - none

##### **2. Action Items**

###### **2.1 Approval of Agenda**

- No objections. Approved as is.

###### **2.2 Approval of November 5, 2020 minutes**

- No objections. Approved as is.

##### **3. Information/Discussion Items/Reports**

###### **3.1 Assessment Completion Report-Kristen Nelson**

- Kristin shared that the work the committee is doing is significant and has brought down the Survey Monkey use from 25 in Fall 2020 to 4 in the current semester. Assessment completion is doing great.

### **3.2 SLO coordinators report- Corbyn Voyu, Sarah Fry**

- Corbyn asks to remind areas that PLO revisions need to be done by March and Mapping revisions to be done by April. SLO coordinators will send out an email blast to let adjunct faculty know that they are still eligible for extra pay, for working on SLO's, PLO's and Assessments.

### **3.3 PLO Attainment Levels- Corbyn Voyu**

- SLO coordinators ask the committee to discuss and decide on attainment levels. Roundtable discussion leads to a motion from Melissa Flora to use 3 levels; 1. Introductory, 2. Intermediate, 3. Mastery. Mike Gladych seconded. Motion approved.
- **Conclusion** – Committee members to relay the information regarding the attainment levels to their areas.

### **3.4 OAC chair report-Ed Reed**

- **3.4.1 Program Showcase report-** Ed suggests better training material for FLEX presentations. Roundtable discussion on ideas for FLEX presentations.
- **3.4.2 Five-Year PEP/PR-** Ed reminds the committee of the March 15<sup>th</sup> due date. Ed will revise the Enhancement Plan and send out. Dr. Martinez shares informational data.
- **3.4.3 Housing PLO's in eLumen/Courseleaf-** Sarah Fry explains the issues of managing the connections between eLumen and Courseleaf.
- **3.4.4 Course cycles-** Corbyn, Sarah and Kristin explain the thought process on how to access assessment cycles.
- **3.4.5 Assessment reporting and reflection-** Ed asks for ideas regarding a Policy/Resolution for reporting assessments. Corbyn will research language from other Colleges and report back.
- **3.4.6 Naming convention for SLO's-** Ed asks the committee if SLO's should be named. Short discussion leads to the decision of not naming SLO's.

## **4. Good of the order**

## **5. Adjournment 1:30 p.m.**

### **Next Meeting**

March 4, 2021 12:30 – 1:50 p.m. – via zoom





## **Outcomes and Assessment Committee**

### **Minutes for Thursday, March 4, 2021**

12:30 p.m. to 1:50 p.m.

Held via Zoom

#### **Committee Members Present**

Ed Reed (chair); Lisa Soccio, Arts & Media; Brian Fotinakes, Comm/Humanities; Jenna Huntzinger, General Counseling; Sarah Fry, Health Sci & Edu; Maria Herrera, Library & Learning Res; Melissa Flora, Math & Comp Sci; Giuseppe Vezzoli, Science & Eng; Chris Jones-Cage, Social Sciences; Mike Gladych, adjunct

#### **Ex-Officio**

Dr. Daniel Martinez, Corbyn Voyu (SLO Coordinator)

#### **Committee Members Not Present**

Stan Henry, Bus & Applied Tech, Amanda Phillips

#### **Guests**

Josephine Dau Mayo

#### **Recorder**

Jeff Larson

### **1. Call to Order**

- 1.1 The meeting was called to order at 12:31 p.m. Quorum was present.
- 1.2 Public Comments - None

### **2. Action Items**

- 2.1 Approval of Agenda
  - The agenda was approved as amended, with Ed Reed's report on course cycles removed.
- 2.2 Approval of February 4, 2021, minutes
  - The minutes were approved as amended:
    - Item 3.3 should include a reference to the motion being approved.
    - Item 3.4.4 should refer to assessment cycles, not course cycles, for clarity.

### **3. Information/Discussion/Reports**

- 3.1 SLO Coordinators Report – Corbyn Voyu, Sarah Fry

- The PLO revision deadline is fast-approaching. Corbyn and Sarah are conducting an audit and will ensure that the PLOs that are in eLumen are the ones that should be there.
- If members are hearing their faculty are having issues with their PLOs as shown in eLumen, please email Corbyn and Sarah so they can assist.
- Training on PLO-to-SLO mapping will be offered March 10, March 17, and March 24. PLO-to-SLO mapping should be spearheaded by the department chairs, along with full-time faculty. Some adjuncts will also be involved.
- Resources are available on the OAC portal page.

### 3.2 Bundling/Merging of PEPs – Sarah Fry

- Each program should have a distinct program review, but groups of programs often submit bundled PEPs due to the similarities and cross-overs among their programs.
- The members discussed whether to create procedures for programs to follow, if bundling is to be allowed as an option. Members discussed various aspects of bundling, how to implement it, and how to manage the process.
- Bundling has an impact on data that is generated to inform program review and prioritization processes. Daniel Martinez offered some context and background from Institutional Research.
- This topic will be revisited next year before programs are notified about PEPs and PEP-Ups.

### 3.3 Assessment Reflection – Corbyn Voyu

- Corbyn shared a document about the purpose of SLO assessment reflection.
- OAC could consider revising the reflection questions in eLumen. Corbyn presented examples from other institutions.
- Members decided to review the questions provided from other institutions, discuss them with faculty in their areas, and bring them back to a future meeting.
- New questions could be launched in fall 2021.

### 3.4 OAC Chair Report – Ed Reed

#### 3.4.1 Five-Year PEP-PR Reminder

- PEPs and PEP-Ups are due March 15. If faculty have questions, please refer them to Ed for assistance.

#### 3.4.2 PEP Review Form

- A form has been drafted to evaluate PEPs and PEP-Ups. Ed shared the draft with the members.

- Ed shared the Distance Education course shell review form which is similar to a rubric. Ed thinks this would be a direction to move toward, for OAC to provide feedback to faculty.
- Please send feedback to Ed, and he will bring this topic back to a future meeting.
- Ed will assign two or three PEPs to members to evaluation, with a deadline of the end of May.

#### 3.4.3 Showcase Video and Checklist

- Ed shared a training video to help faculty prepare showcase presentations. This was done in lieu of the suggestion to create a checklist.
- Please send feedback on the video to Ed.

#### 3.4.4 Flex Presentation on Data Interpretation

- Ed is collaborating with Beth Allan-Bentley to provide a Flex presentation for fall 2021 that will take three sample PEPs, interpret their data, and then offer perspectives on how faculty can use the data to write more effective program reviews.

#### 3.4.5 April Meeting

- The first Thursday of April falls during Spring Break. Ed asked if members would be agreeable to cancel that meeting and then reconvene in May for the last meeting of the academic year. The members agreed.

### **4. Good of the Order**

- Sarah Fry asked members to share the location of the OAC webpage with your faculty, and remind them of its location. The page has a wealth of resources.
- Mike Gladych thanked Ed for his work on creating the Program Showcase training video.

### **5. Adjournment**

- The meeting adjourned at 1:28 p.m.

### **Next Meeting**

Thursday, May 6, 2021

12:30 p.m. to 1:50 p.m.

via Zoom