

**GLENDALE COMMUNITY COLLEGE
LO COMMITTEE
MINUTES ADOPTED
Thursday, April, 26, 2018 – 12:30-1:30PM
AD 121**

Meeting was called to order at 12:55 pm

Present: Reid Kerr, Margaret Mansour, Kirk Vaughn, Susie Chin, Francien Rohrbacher, Sevada Isayan, Vlasta Lyle , Yvette Ybarra (Chair), Terrence Yu, John Rome, Elizabeth Fremgen, Tiffany Ingle, David Yamamoto

Absent: Charlotte Schulten, Nick Smith, Jennifer Krestow, Paul Sherman, Victoria Buresch

Guests: None

Quorum: 13/18

APPROVAL OF MINUTES – March 29, 2017

MSC Isayan/Rome - Unanimous

1. INFORMATION ITEMS

OUTCOMES

<ul style="list-style-type: none"> • Update eLumen and integration with Canvas (Yvette) 	<ul style="list-style-type: none"> • Made motion to use LTI • Canvas and assessments are already integrated
<ul style="list-style-type: none"> • Proposal sent to Dr. Ritterbrown regarding training for eLumen performed by Melissa Kirbrick May 16th in afternoon 	<ul style="list-style-type: none"> • Spoke to Lara Kartalian, Faculty Development Coordinator, about setting up flex credit event for training sessions with Melissa Kirbrick • Sessions will be on the basics of how to use eLumen, how to use eLumen with Canvas. The sessions should take about 4-5 hours. • Ritterbrown just needs to give the go-ahead for having Melissa come to do the trainings. • It is expected that all those who teach will be attending.

2. OLD BUSINESS

<ul style="list-style-type: none"> • Dialog on Campus and proposed workshops-(Yvette and Terrance) how to use data for assessment reporting. <ul style="list-style-type: none"> a. How to write SLOs 	<ul style="list-style-type: none"> • Will plan workshops around eLumen through the summer and fall of 2018.
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<ul style="list-style-type: none"> Assessing every semester and assessing all SLOs or at least 2 at a time 	<ul style="list-style-type: none"> Regular assessment was announced. Should be easy to do and include check boxes for meeting or not of threshold, and qualitative summary from instructor of quantitative information about meeting thresholds.
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3. NEW BUSINESS

<ul style="list-style-type: none"> QFE Action Project from accreditation 	<ul style="list-style-type: none"> This is a first reading/sun shining of QFE, which Yvette and David would like feedback on from LO members. David and Yvette have been working on the QFE, which is a response to the GAP analysis of accreditation. The QFE states that GCC is actively working on dialoging and documenting efforts to improve SLO/PLO assessments, which also includes a timeline and check-off of items accomplished. GCC has gone from 30% to 95% compliance of assessments. Adopting eLumen and integrating it with Canvas takes care of many of the items recommended for improvement from the accreditation gap analysis. A lot from timeline has been completed; updates have been easier to submit; what Yvette and David submitted to Institutional Planning and Coordinating Committee (IPCC) was sufficient. Much easier to link PLOs and SLOs.
<ul style="list-style-type: none"> Motion to have levels of Coordinators for purpose of learning outcome assessment <ol style="list-style-type: none"> Division Coordinator Course Level Coordinator <i>Motion to move this item from #2 to #1 of New Business (MSC Isayan/Yamamoto)</i> 	<ul style="list-style-type: none"> Discussed providing access to division chair but also a division/dept. coordinator where it made sense especially for large departments with many diverse depts. Some divisions will have course level coordinators given the large number of classes offered such as Social Sciences, Math, English, etc. Course level coordinators will send out reminders to instructors to input assessment info but will not have access to view the disaggregated info. However, the division chair and division coordinator will have access to see the info that was entered. Division coordinator can see disaggregated info as a whole, not specific faculty members.

<ul style="list-style-type: none"> • Learning Outcomes 1 pager 	<ul style="list-style-type: none"> • Committee members gave Yvette some feedback about her 1-pager document.
<ul style="list-style-type: none"> • Re-organization of Learning Outcomes Coordinator <ul style="list-style-type: none"> ▪ Remove LO Dbase Coordinator and replace with Co-Coordinator for LO; ▪ Change LO Coordinator to Co-Coordinator for LO; ▪ 2-3 year cycle of coordinators; ▪ Have one year overlap to train incoming coordinator. 	<ul style="list-style-type: none"> • MSC (Mansour/Rome) •

ADJOURNMENT: 1:30pm

NEXT MEETING: May 31, 2018 12:30pm-1:30pm Room AD 121

Respectfully submitted by Susie Chin

Reviewed by Yvette Ybarra (Chair)