

**GLENDALE COMMUNITY COLLEGE
LO COMMITTEE
MINUTES ADOPTED
September 27, 2018
AD 121 12:30-1:30PM**

Meeting was called to order at 12:32

Present: Susie Chin, Vlasta Lyles, Paul Sherman, Yvette Ybarra (Chair), Reid Kerr, Nick Smith, Sevada Isayan, Margaret Mansour, Travis Ames, Margaret Richer (proxy for Tiffany Ingle), Linette Gharibi (Proxy for Charlotte Schulten), Kirk Vaughn, Elizabeth Fremgen, Francien Rohrbacher

Absent: David Yamamoto, Charlotte Schulten, Tiffany Ingle, John Rome, Terrence Yu

Guests:

Quorum: 13/19

**APPROVAL OF MINUTES – April 26, 2018
MSC Sheman/Chin**

• **INFORMATION ITEMS**

Information Items:	OUTCOMES
<ul style="list-style-type: none"> • Trainings eLumen Coordinators and Faculty-information • Canvas and eLumen • Student Services and Garfield Campus- October 	<ul style="list-style-type: none"> • All faculty must be trained in eLumen • Training can be done by area coordinators • Dates are set for October • October 8, 26 (4:00-6:00) 31 (College Hour) • November. 4 (4:00-6:00) 16, (TBA) • Nov. 27, 29. Student Services, Garfield • Coordinator training will come later • Nov. 26, Dec. 4 Canvas integration with eLumen training (College Hour) • Student services and Garfield (Non-credit) short term courses will be assessing in another form <ul style="list-style-type: none"> ○ Assessment by the course, not be individual student • Organized through eLumen • Susie Chin – can we offer a webinar style training? • Can PLOs be assessed?

<ul style="list-style-type: none"> ○ Assessing more than two SLOs at a time • Learning Outcome 1 Pager • Data Load • Reflection Questions 	<ul style="list-style-type: none"> ○ We are still working on the CMS connection ○ Yvette-Division Chairs will be trained first and later (Spring 19) ○ Career based PLOs work in some divisions, other divisions will not as they are pathways to other divisions and courses • We need to assess more than one assessment at a time • Divisions do not have to start this now but must move in the direction. • GCC must work towards being more SLO “positive”. • If errors are found in SLOs please forward them to Ybarra and Yamamoto • • Reid – More clear fonts (serif) without italics. • Susie – Creation of some info graphics • Yvette – Should be sent out once a month • Data loads (class rosters) will be updated every two weeks • Right after drop-date • The last day of the course <ul style="list-style-type: none"> ○ Eliminating students who have dropped the course ○ Captures students who are missing on assessment days • Contact Ybarra with data issues not IT • (See attached documents) • One-page list that can be done outside of eLumen. • They are also listed in eLumen • Questions 1 and 2 are mandatory • Training will be offered in how to interpret gathered data
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- **NEW BUSINESS**

<p>1. LO Website</p> <p>2. Information Competency (see Framework)</p> <p>3. ILOs and Meta Majors</p>	<ul style="list-style-type: none"> • New mission statement is posted • eLumen login • Reflection Questions • Individual assessments of students • Portal Login • Tutorials • SLO Review process • How to write SLOs • Revising Los • Review sheet and Criteria <ul style="list-style-type: none"> ○ See online document •
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- **OLD BUSINESS**

<ul style="list-style-type: none"> • Dialog on Campus and proposed workshops - (Yvette and Terrance) <ul style="list-style-type: none"> ○ How to use data for assessment reporting. ○ How to write SLOs ○ eLumen training- basic use, Canvas and eLumen etc. • Assessing every semester and assessing all SLOs or at least 2 at a time • 	

- **Items to move to senate**

<ol style="list-style-type: none">1. Motion to change Learning Outcomes Coordinator-Senate2. QFE Updated 5/31/18-IPCC	

- **Future Focus – Assessment Training**

ADJOURNMENT: 1:30

NEXT MEETING: October 25, 12:30-1:30pm Room AD 121

Respectfully submitted by Paul Sherman

Reviewed by Yvette Ybarra (Chair)