

**GLENDALE COMMUNITY COLLEGE
ADOPTED LO COMMITTEE MINUTES
San Rafael 324
March 28, 2019**

12:34 meeting called to order

Members Present: Reid Kerr, Sevada Isayan, Elizabeth Fremgen, Kirk Vaughn, Susie Chin, Nick Smith, John Rome, Margaret Mansour, Travis Ames, Anna Grygoruk (for Vlasta Lyles), Emelyn Judge, David Yamamoto, Susanna Semerdzhyan (for Tiffany Ingle), Yvette Ybarra

Members Absent: Charlotte Schulten, Francien Rohrbacher, Tiffany Ingle, Paul Sherman, Terrence Yu

Quorum: 13/18

Guests: Beth Kronbeck, Accreditation

Approval of Previous Minutes

MSC (Rome, Isayan) Abstention:

New business

Outcome

1. How do I create assessments?	Outcome
	<ul style="list-style-type: none">• Log into eLumen• Find the course that needs to be assessed.• Click on the small box top left side- all SLOs will be highlight click on the box that says create assessment.• For credit classes we are only using the student score rubric entry.• Name the assessment report with semester and course name copy this into description.• Assessment type we only have default – click on drop down.• Click on the box that allows for faculty annotations.• Skip everything else.

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| | <ul style="list-style-type: none">• Scroll down to generate rubric and press blue button.• You can remove an SLO by clicking the red X—if you want it back click the link SLO and it will take you to a screen to re-add the SLO.• Once the rubric is generated it will take you to a new screen—MAKE SURE TERM AND YEAR ARE CORRECT-MAKE SURE TO REFRESH BEFORE MOVING ON.• Once the correct year is visible click on the blue highlighted box and drag it into the large box.• This will take you to a new screen that will prompt you to the screen that sends out an email to anyone teaching this course. How many days into the semester are based off of census and the notice of when assessment needs to be completed is up to you as well.• Make sure all 3time frames are inputted or it will not allow you to go to the next screen.• Once you hit the highlighted button on the bottom right side it will take you to a new screen. HIT REFRESH. Once you have done this the sections and the instructors teaching these course will appear.• To double check that the assessments were successfully created, click on the Assessment List found under the dash board on right hand corner. This will take you to all assessments that have been created. |
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2. eLumen and Canvas, how do I assess using Canvas

- In order to use Canvas and eLumen together the assessment must be created first.
- Once this is done log into Canvas.
- To link an assignment to SLOs you will have to create a new assignment. You can copy and paste an old assignment if you are not creating a new one.
- Once this is done you will proceed as usual, points etc.
- The section that say External Tool you will click on this and scroll through the drop down until you see eLumen—click.
- This will take you to another screen allowing you to choose which class you will be assessing. LIST OF ASSESSMENT BY SECTION.
- Pick the course and hit the blue button that says LINK ASSESSMENT. It will ask you if you want to link assessment, if yes hit the blue button that says SAVE AND GO or cancel.
- eLumen will appear in canvas. You can go in and out as often as you would like and it will not save as completed until every student has been assessed and the reflection questions are answered.

3. Coordinators—viewing outstanding assessments from faculty

- Log into eLumen
- Find the department you are seeking completed assessment details.
- Click on STRATEGIC PLANNING—found under the dashboard.
- Click on PLANNER—make sure you are in the correct term and year. If you are in the wrong term or year nothing will appear.
- You will see numbers that look like this 0/16—first number is completed and second number are total of assessments created.
- Below this number you will see 3 clickable words in different colors: ACTIVE-BLUE-ASSIGNED-ORANGE and OVERDUE-RED.
- If you see RED it is overdue. Click on the RED and a list of courses in your department will appear. Scroll down until you find the course with a RED OVERDUE.
- CLICK on this number and it will take you to a screen that shows completed, green box and OVERDUE assessments, red box.
- At the top of the larger square there is an icon that says NOTIFICATION.
- In order to send an email alert to those faculty members you must check the inside of the small square with the name of the instructor. This will hyperlink the NOTIFICATION button.
- Proceed to send notification.

<p>4. Viewing learning outcomes—clean it up!</p> <ol style="list-style-type: none"> 1. Go over Coordinator responsibilities 2. What do we want to ask eLumen? (see reports) 	<ul style="list-style-type: none"> • Please review all SLOs in eLumen. We need help with this so we can make as many updates as possible and double check these with the course outline of record. We CANT make changes unless we know for sure the course outline has been approved by the Chancellors Office. • See above Coordinators • Not Discussed
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Old Business

Outcome

<ol style="list-style-type: none"> 1. Dialog on Campus and proposed workshops-(Yvette and Terrance) <ol style="list-style-type: none"> a. How to use data for assessment reporting. b. How to write SLOs 2. Assessing every semester and assessing all SLOs or at least 2 at a time 	<ul style="list-style-type: none"> • Not discussed • We must assess all SLOs at one time. We will stay with the 3 year cycle but a good reason to increase assessment cycles is to track learning of students. Assessing every 3 years is not a true indicator of student success. Good semester vs. challenging semesters
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Meeting Adjourned: 1:36pm

Next Meeting: April 25, 2019 AD 121 1230-130pm

Respectfully Submitted by Yvette Ybarra

Reviewed by: Yvette Ybarra