

**GLENDALE COMMUNITY COLLEGE
LO COMMITTEE MINUTES:
AD 121
November 21, 2019**

Meeting called to order: 12:33pm

Members Present: John Rome, Jon Holt, Charlotte Schulten, Susie Chin, Kirk Vaughn, Alex Gilewski, Susanna Smerdzhyan (Tiffany Ingle), Nick Smith, Travis Ames, Francien Rohrbacher, Elizabeth Fremgen, David Yamamoto, Margaret Mansour, Cynthia Flores, Emelyn Judge, Terrence Yu, Yvette Ybarra.

Members Absent: Paul Sherman

Guests: Reid Kerr

Quorum: 16 of 18

Approval of Previous Minutes

MSC Gilewski/Rome

New business

Outcome

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| <p>· Working in eLumen- creating assessments</p> <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3</i></p> | <ul style="list-style-type: none"> • Use Chrome or Firefox • How to create an assessment <ol style="list-style-type: none"> 1. Select course with check box 2. Create Assessment 3. Double check term 4. Use student score cards (not Collective) 5. Assessment name and description are the same 6. Assessment type is Default 7. Check box for Faculty Annotations 8. Generate Rubric Template 9. Save and Plan 10. Drag assessment to field 11. Set up and plan 12. Send notification this will alert faculty to an assessment needed and also a reminder |
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| <p>· Working in eLumen- locating missing assessments</p> <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3</i></p> | <p>13. PLEASE USE REFRESH if something is not appearing this will help.</p> <ul style="list-style-type: none"> • Click on the strategic plan tab • Choose term to review • Shows planned assessments with either complete or not completed assessments. • Click on number or bar with green and red line. • You will be able to see the inductors names • Click on the box next to the section # until it is highlighted • Use the notification tab to send above right • Click on the notification tab and you will be moved to an email prompt • Send the notification and you can send a copy to yourself. |
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Information Items

Outcome

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| <p>· Will resume workshops in December -eLumen Basic Use, how to write SLOs?, Canvas and eLumen</p> <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3</i></p> <p>· PLOs continuing to meet with DC</p> <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3</i></p> <p>· Coordinators do not change anything in eLumen- please ask</p> | <ul style="list-style-type: none"> • General eLumen Trainings • How to write SLOs • Canvas and eLumen • Meeting with division chairs • This is an ongoing issue- still working out some items with Divisions • Must go through C&I • No changes can be made in eLumen! All changes must go through C&I. |
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Old Business**Outcome**

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| <p>1. Dialog on Campus and proposed workshops-(Yvette and Terrance)</p> <p>a. How to use data for assessment reporting (this will happen as soon as we get more information in eLumen)</p> <p>b. How to write SLOs—one pager or workshops?? C& I examples</p> <p>2. Assessing every semester and assessing all SLOs</p> <p>3. What do we want to ask eLumen?</p> | |
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Items to move to Senate:

1. Removal of Critical Thinking from ILO 1
2. Motion to change Learning Outcome Coordinators-Senate (this is on hold until we meet with David Attyah and review current job description)

Future Focus:

1. eLumen and how to use for follow-up on assessments
2. Guided Pathways, Meta Majors and Learning Outcomes
3. Learning Outcome 1 Pager-ideas

Meeting Adjourned: 1:33pm

Next Meeting: February 27, 2020 1230-130pm Room AD121

Respectfully Submitted by Yvette Ybarra

Reviewed by: Yvette Ybarra