

**GLENDALE COMMUNITY COLLEGE
LO COMMITTEE MINUTES
Zoom
September 24, 2020**

Meeting called to order: 12:30pm

Members Present: Anna Grygoruk, Elis Lee, Charlotte Schulten, Susie Chin, Alex Gilewski, Nick Smith, Travis Ames, Elizabeth Fremgen, David Yamamoto, Margaret Mansour, Francien Rohrbacher, Cynthia Flores, Deborah Diehl, Terrence Yu, Emelyn Judge, Tiffany Ingle, Yvette Ybarra.

Members Absent: John Rome

Guests:

Quorum: 17/20

Approval of Previous Minutes

MSC Gilewski/Mansour

Informational Items

Outcome

<ul style="list-style-type: none">• Welcome new LO members: • We need to keep assessing stay with cycle	<ul style="list-style-type: none">• Thye (Health Science), Anna (Biology), Elis (Credit ESL), Deborah (VPA) • Completion goal to have assessments complete is still fall 2020. Despite our current situation this has to occur. Accreditation continues and this is a good time to assess-noting specifics about needs in areas. LO Document • Therefore, this for this term, Yvette is taking reigns will create a course assessment plan for every single course that hasn't been assessed yet. For the future this will change, but for this semester Division Reps and Faculty will not create the assessments plans for each class. Later, there will be a plan that includes re-training of LO division coordinators and a clear communication of assessment
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<ul style="list-style-type: none"> • Please send examples of reflection questions • C&I SLOs- 	<p>cycles. For this semester, Yvette will clean up older assessments and will reach out to division coordinator if there are questions.</p> <ul style="list-style-type: none"> • Yvette will also set up assessment plans for stray courses, such as those offered in winter or summer. • There will be a lot of communication about this: Division coordinators will be instructed on how to proceed with communication so right now they don't need to worry about catching up with their delinquent assessments. Yvette will handle it. • Coordinators request that they receive the same information that the Division Chairs are getting. In the future, once the crisis has been addressed and the cycles cemented, coordinators will take over with communicating to divisions again. • Coordinators were asked to send examples of reflections to Yvette, especially for classes with several outcomes. They are needed for example questions for those who don't know how to write them very well. Yvette will post on the website for examples. • It would be helpful to ask the individual faculty if we could use their questions as examples. • We have reviewed around 400 courses this summer- lots of changes to SLOs and ES
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<ul style="list-style-type: none"> • Data loads • LOs videos • Gap Analysis • Workshops 	<ul style="list-style-type: none"> • Yvette created a document on how to connect the SLOs and Exit Standard. It provides strong examples for revamped Exit Standards and LOs from specific divisions. • When SLOs get updated they go through approval process. Then Nancy sends to David with an implementation date. If the course is approved for spring, that's when the SLO shows up so they aren't instantaneous. There are plans to speed up the process. • David has to go to campus to complete the data loads (FERPA issues). David does data loads weekly. • Coordinators should check to see duplicate courses or titles don't match there can be problems. • Yvette will send out email to get feedback through October. • Yvette and David will report in October • There will be workshop in regards to Learning Outcome and Assessments this fall. • The first workshop content will include: General terminology and Use of action words in assessments and Exit standards
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<ul style="list-style-type: none"> • Communicate with Divisions <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3 (these apply to all above)</i></p>	<ul style="list-style-type: none"> • Later workshops will include how to use LOs rubrics • Yvette made a “Deconstruction SLOs and PLOs” worksheet/example for equity • Yvette will also offer workshops and office hours in November to help with submission of assessment reports- held last week in session and Yvette will be available to help faculty with reflection questions. • We are assessing every SLO, • We are still on our 3 year cycle unless you choose to assess more • The whole college needs to assess every course because we are behind-by Fall 2020 • This will allow Divisions and/or Departments to re-evaluate cycles
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New Business

<ul style="list-style-type: none"> • Move to have Yvette create assessment reports of the college to conduct assessments in the Fall of 2020 and Winter/Spring of 2021 <p><i>ACCJC Standard I.B.2 and Standard I.A.3</i></p> <ul style="list-style-type: none"> • Move to Add equity language to our LO&A Committee Mission statement <p><i>ACCJC Standard I.B.2 and Standard I.A.3</i></p>	<ul style="list-style-type: none"> • Motion: For Fall 2020, Winter 2021, and Spring 2021 Yvette Ybarra will plan all assessments for the college. <p>***MSC Fremgen/Judge Approved Unanimous</p> <ul style="list-style-type: none"> • Support faculty to develop learning outcomes and assessment practices that follow an equitable and culturally responsive approach. • -Conceptualize and create assessment approaches that consider the various needs of diverse student populations and learners
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<ul style="list-style-type: none"> • How to create college-wide assessment cycle for consistency Increase frequency and consistency: <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"> • Excel Spreadsheet Assessment Cycles 	<ul style="list-style-type: none"> • Support to move to the top of the bullets of the mission statement. <p>***MSC Mansour/ Yamamoto Approved will move to Senate</p> <ul style="list-style-type: none"> • Bring to each division a conversation about college-wide process of cycle expectations. Ask the divisions if they have other ways to do this so we can keep conversation going and get buy-in. We would like a decision on cycles, which could be set by division, department or course, by October • The conversation needs to include how the data from the assessments informs how we teach our students. It should be communicated clearly that this is the core reason for Learning Objective assessments. • Next Meeting
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Old Business

Outcome

<ul style="list-style-type: none"> • Dialog on Campus-how to make it part of our culture. • What do we want to ask eLumen? Using assessment data for to better understand student learning. • Yearly progress reports to add into eLumen (folders). <p><i>ACCJC Standard II.A.3</i></p>	
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Items to move to Senate:

- 1. Name change to Learning Outcomes and Assessments (moved will be voted on in October)**
- 2. Revision of Mission Statement (moved will be voted on in October)**

Future Focus:

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

Meeting Adjourned: 1:32pm

Next Meeting: November 19, 2020 Zoom

Respectfully Submitted by Yvette Ybarra and Deborah Diehl

Reviewed by: Yvette Ybarra