**GLENDALE COMMUNITY COLLEGE**
**LO COMMITTEE MINUTES**
**Zoom**
**October 29, 2020**

Meeting called to order: 12:35pm

**Members Present:** Anna Grygoruk, Elis Lee, Charlotte Schulten, Alex Gilewski, John Rome, Nick Smith, Travis Ames, Elizabeth Fremgen, David Yamamoto, Francien Rohrbacher, Cynthia Flores, Deborah Diehl, Terrence Yu, Emelyn Judge, Tiffany Ingle, Anahit Boduryan, Sonali Perera, Jorge Palma, Thye Peng Ngo, Yvette Ybarra.

**Members Absent:** Susie Chin

**Guests:**

**Quorum: 20/21**

**Approval of Minutes from September 24, 2020**
<span style="color:red">***MSC Rome/Judge</span>

| Informational Items | Outcome |
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| • Welcome new LO members: | • Thye (Health Science) Anna (Student) Sonali (Business) David (Tech and Aviation) |
| • Cleaning up reports and reducing number of assessments | • Some areas will be more challenging- However once courses are removed or planned it gives a more clear picture. If courses are archived in our departments/divisions we should tell Yvette |
| • Increase dialog with division chairs | • This will allow for more consistency to keep everyone on the same page. Monday Yvette will send out a list for communicating with our Divisions at next meetings. |
| • DE coordinators- more trainings | • Have more GADOR Trainings for synchronous training. We're going to try to coordinate better with DE. |
| • Reflections questions still needed | • One from each division would be best. Reflections will help with online training: Yvette is currently |

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| | working on website now so that everything is up and running by mid-November.  We need to have variety of example reflections. |
| • C&I and SLOs | • Meeting with faculty on how to write SLOs.  Helping faculty not to use the same SLOs and exit standards.  Try to take care of ES and SLOs before C&I Keep 2-3 SLOs because they ALL have to be assessed. |
| • PLOs | • 400+ SLOs classes went through C&I and need to be mapped. Probably in November |
| • Data Loads | • Smoother now, classes have stabilized and not as many changes. |
| • Gap Analysis: | • Hoping to have information today but not yet.  Due December first:  David and Yvette will send it to us to review (in One Drive). |
| • Upcoming Workshops | • Learning Outcome and Assessment Terminology and Tools- flex: November 12th 1230-130pm<br>• Submitting SLO Reports (Will conduct division or department trainings, please email Yvette) FLEX Friday November 13th 1230-130pm Wednesday November 18th  3-4pm  Friday November 20th 9-10am  OFFICE HOURS:  December-TBA<br>  • David and Yvette attended workshops- rubrics and eportfolios<br>  • PLOs and SLOs how to Deconstruct and Create Equitable SLOs (spring)<br>  • Assessing in an Online Environment<br>  • Creating Rubrics in Canvas-GADAR working on an asynchronous training<br>  • Use of assessment tools rather than tests- see GADAR Authentic Assessment |

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| • Communicate with Divisions<br><br>*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**)* | • We are assessing every SLO,<br>• We are still on our 3 year cycle unless you choose to assess more<br>• The whole college needs to assess every course because we are behind- by Fall 2020<br>• This will allow Divisions and/or Departments to re-evaluate cycles<br>• L&O has to go through Senate and can be push back.<br>• 3-year cycle has been a best practice<br>• There needs to be a cultural shift so it's not seen as a compliance issue<br>• (From the conference) there was feedback about assessing more frequently. When instructors start to see the value it shifts-- needs to be seen as about the students and not the faculty. |

**Old Business**

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| • Yearly progress reports to add into eLumen (Documents 1, 2 and 3) | • Next Meeting 11.19.2020 |
| • Excel Spreadsheet Assessment Cycles (Document 4) | • Next Meeting 11.19.2020 |
| • Creating a college wide assessment cycle for consistency<br><br>*ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3* | • Feedback about cycle frequency so that we can hopefully bring to the Senate for the next round:<br>• Assess every 2 years<br>• Alphabetical Fall/Spring cycle<br>• We can break up the larger divisions into more than one semester<br>• We will use the course numbers to divide courses for alphabet<br><br>  ***MSC Fremgen/Yamamoto Approved Unanimous |

| New Business | Outcome |
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| • Should we inactive courses in elumen if they are not being offered but are not archived through the C&I process?<br><br>*ACCJC Standard II.A.3* | • **How should we do this?**<br>**Suggested:** Division Chair maybe? Because anyone outside of division won't know what classes to make inactive or active. Some agreement with this in the chat<br>• **Suggested:** Maybe DCs since they actually know what's been archived. People seem to be supporting this in chat and zoom<br>• Francien and Yvette oppose the department chair idea for different reasons- Emelyn agrees just one more thing for a DC to remember.<br>• For now, we'll follow the catalog and explain why these set of courses is not being assessed. We will still need to track the assessment. |

**Items to move to Senate:**
1. **Assessment Cycles and formula for what courses to assess.**

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

**Meeting Adjourned:** 1:33pm
**Next Meeting:** February 25, 2021 Zoom
**Respectfully Submitted by Yvette Ybarra and Deborah Diehl**
**Reviewed by: Yvette Ybarra**