

**GLENDALE COMMUNITY COLLEGE
LO&A COMMITTEE MINUTES
Zoom
November 19, 2020**

Meeting called to order: 12:35pm

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

Proxys: Alexandra Christy, NCESL, Vlasta Lyles, Biology

Members Absent:

Quorum: 20/21

Approval of Minutes from October 29, 2020

*****MSC Rome/Ames Approved Unanimous**

Informational Items

Outcome

<ul style="list-style-type: none">• Assessment Plans • Incomplete Past Assessments • Identification of the Plans	<ul style="list-style-type: none">• Yvette is almost done with planned assessments for fall. Math needs some and 6 other departments, in Tech and Aviation. • Yvette will start sending out emails to faculty who haven't done or completed assessments from the past, so that they have the opportunity to complete or reassess. Reports show that there are many assessments that are partially completed and need to be completed. • Division Chairs and coordinators didn't give much info back to Yvette so she had to go into Org management in eLumen to find out which she could plan this semester. She has list of each department and div chairs to tell when they need to be assessed. She compiled the information into list and worked nicely to send this information to
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<p><u>New Business</u></p> <ul style="list-style-type: none"> • GAP Analysis and Standards <p><i>ACCJC Standard II.A.3</i></p>	<ul style="list-style-type: none"> • There are some areas (mostly the negatives) that need more work. David and Yvette are writing it and plan to finish in the next couple weeks. • The committee was asked to look over or weight in on the document in the next couple days. Deadline is Dec. 1st so we need any critiques to come in before deadline. They will send committee the final version. • ILOS: We'll be going over them in the spring. • In general, things are working much better despite this challenging year. Committee Looking at reports and documenting etc. <p>***MSC Fremgen/Yamamoto Approved Unanimous</p>
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Old Business

<ul style="list-style-type: none"> • Yearly progress report <p><i>ACCJC Standard I.A.3</i></p>	<ul style="list-style-type: none"> • How does the committee feel about the Yearly progress report? The committee did not have much feedback about this. • Only Yvette, Travis and Cynthia tried it out and wrote one. • Yvette and David gave a recap of what they are: Summary of the assessment process for that year for an entire program. <i>Each department</i> will need to do their own. This is an end of <u>school</u> year document, so due in summer. • This documentation will go into the folder in eLumen: Document Library has folder for LO evidence.
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<ul style="list-style-type: none"> • Excel Spreadsheet Assessment Cycles (Document 4) 	<p>This report is one of those pieces of evidence for accreditation. The Accreditation Committee wants direct links “Where is it” not “do we have it”. With these reports would be available in eLumen documents folders so that we don’t have to search for information.</p> <ul style="list-style-type: none"> • The Reports are also a summary of process and methods and limitations etc for department assessments. It helps to encourage faculty dialog, provide information for writing program review and clarifying what has been done. • Yvette proposes providing department chairs with a template and an example page. The template will go before the Senate next senate meeting. <p>***MSC Yamamoto/Diehl-Approved Unanimous</p> <p>Discussion: Yvette showed a quick intro to uploading documents into Doc Library: eLumen > Department > Reports > Document Library</p> <ul style="list-style-type: none"> • Not addressed
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Items to move to Senate:

1. **Assessment Cycles and formula for what courses to assess.**
2. **Yearly Progress Reports**

Future Focus:

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

Meeting Adjourned: 1:17pm

Next Meeting: February 25, 2021 Zoom

Respectfully Submitted by Yvette Ybarra and Deborah Diehl

Reviewed by: Yvette Ybarra