# 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**

Assessment Plans	<ul> <li>Yvette is almost done with planned assessments for fall. Math needs some and 6 other departments, in Tech and Aviation.</li> </ul>
Incomplete Past Assessments	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.
Identification of the Plans	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

- Examples of Reflections and STEPS
- Math and they could give her specifics about future classes.

PLOs

 Continue to send out the quick steps forms and forms on authentic assessment and examples.

Every course that went through

- 400+ courses. Every SLO must be remapped. David and Y will finish SLOs and move onto PLOs in winter.
  PLOS Statement for Program Review are explanations about how
- PLOS Statement for Program
   Review are explanations about how
   we assess our programs and that
   that we are assessing. Yvette has
   created a template that can be
   adapted by department chairs so
   they can copy and paste and put in
   the PLO text box of the Program
   Review. She will send to division
   chairs.
- College-wide PLOs haven't been addressed yet.
- They are being done every other week. Going better and cleaning up mismatched curriculum ID numbers. Rename old courses/duplicates that bloated the numbers- now we'll have more realistic numbers.
- Yvette started Open Office Hours started yesterday and next week flyers will go out for certain workshops. Other workshops will have to go next spring. Yvette is also working with GADOR to do asynchronous trainings.
- The trainings that have been run recently are hitting larger groups which helps educate the wider community about assessment and also creates more dialog around it.

Data Loads

Trainings

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)

### **New Business**

• GAP Analysis and Standards

ACCJC Standard II.A.3

- 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.

\*\*\*MSC Fremgen/Yamamoto
Approved Unanimous

#### **Old Business**

• Yearly progress report

ACCJC Standard I.A.3

- 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. Each department will need to do their own. This is an end of school year document, so due in summer.
- This documentation will go into the folder in eLumen: Document Library has folder for LO evidence.

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.

- 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.

\*\*\*MSC Yamamoto/Diehl-Approved Unanimous

Discussion: Yvette showed a quick intro to uploading documents into Doc Library: eLumen > Department > Reports > Document Library

Not addressed

• Excel Spreadsheet Assessment Cycles (Document 4)

#### **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