GLENDALE COMMUNITY COLLEGE
LO&A COMMITTEE MINUTES
Zoom
March 25, 2021

Meeting called to order: 12:32pm

Members Present: Susie Chin-Library, Elis Lee- Credit ESL, Nick Smith-Language Arts, Travis Ames- SSD, Rosemarie Shamieh- NCBLSD, Cynthia Flores-English, Deborah Diehl- VPA, Terrence Yu- Research and Planning, Ana Grygoruk- BIO, Tiffany Ingle- NCESL, Jason Plourde- KIN, Thye Peng Ngo- HSD, Charlotte Schulten- Math, Gagik Labadzhyan- PSD, Jorge Palma- Tech and Aviation, Sonali Perera- Business, Anahit Boduryan- Student Services, David Yamamoto- Coordinator and Yvette Ybarra Coordinator.
Correct name Anna
Proxys: None

Members Absent: Francien Rohrbacher- C&I Coordinator

Guests: Stacy Jazan- Accreditation Standard I

Quorum: **20/20**

Approval of Minutes from February 25, 2021

*****MSC Shamieh/Yamamoto Approved**

Informational Items	**Outcome**
Guest: Stacy Jazan- Accreditation Standard I	• Stacy discussed Accreditation: Standards revolve around Learning Outcomes or achievement and success rates and they need to be documented for ISER. We need to write to standards and show evidence and demonstrate that we are documenting our process. The oversight body recognizes that this will be in constant improvement and not necessarily completed. • At the kickoff meeting they stated that assessment will be imbedded in institutional processes and here to stay- it's not temporary.

No Informational Items- Quick Recap *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**)*	• eLumen: there are ways that we can make link between eLumen and Canvas and we'll try to make more streamlined. Yvette will bring eLumen into Canvas- but it's complex and needs the right structure. • Yvette is finishing every division and department and will send emails to coordinators. • Only 10 more to plan! First email will go out next week to faculty (in addition to the one that went out in February) • will disseminate demographic info to the divisions and then write about it- there's follow through with the information from the assessments. Would do semester to semester.

New Business

Universal PLO- Prepare students for a career in the healthcare industry **(any discipline)** by completing the Health Care Administration **(any degree or certificate)** Certificate.	• PLOs: Broadly written PLOs that can be used universal for pathways and SLOs. They could be used cross-disciplinary in preparation for something specific. The universal PLO could be tweaked to be discipline-specific. If we have PLOs that will are general and flexible they can help with program review, pathways, and department information. They are an accessible way to look at degree and certificate earnings. (Like 48, 49 and 50) • PLOs can be modified to department programs. A template, essentially • We will continue to discuss this in April.

OLD Business

1. **Excel Spreadsheet Assessment Cycles (Document 4)**	• Yvette will take the document to senate at May meeting with examples. She asks the committee to give feedback on the following: • Layout with assessment of PLOS in the OFF years and then write reports at the end of the year. • Flexible enough to have PLOS and SLOs at the same year, and divisions can do that how • For courses not offered or run in 2 year cycle, there can be flexibility and notation code indicating the reason. However, our hope is that by creating a transparent plan for a 2 year cycle, we'll have less of instructors who "can't do it" since they were prepared. Some decisions about the planning can still be made at the department level: like planning course semester to semester and whether to run PLOs the same semester as SLOs. • Rosemarie mentioned that when their faculty knew what was coming in advance there is more follow-through and the few reasons for not assessing are more valid. *LO&A committee motions to approve the SLO/PLO Cycle Spreadsheet with examples to take to Senate.* ***MSC Yamamoto/Chin**
2. **Yearly Assessment Report**	The team looked at the assessment and gave feedback to the document report • Item 2B could be a drop down (Susie suggests) • Item 3: Findings not as quantitative instead of "results" • Item 4: Recommendations: Essentially, how are we now

	using this information? Close the loop with Program Review. PLO question is changing in pursuit is streamlining? • (Anahit) How do coordinators and department chairs work together on this? It's supposed to be collaborative. Shouldn't just be for one person- especially since dept. chair does program review. Yvette will clarify idea of collaboration in the instructions. • How do the departments of one person collaborate? Adjunct or Division Chairs? Tricky. • Yvette will proceed with development of an online form.
3. ILO Review	• In April we'll look at old ones and what has changed that doesn't fit? • Goal: Know the end game for the changes, and ensure they are measurable. • Next meeting we'll dig into the ILOs and how the SLOs fit with them. ILOs are posted on website but Y. has sent them and will send them again.
4. SLO/PLO C&I Process	• Will Cover in April

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: 1:31pm
Next Meeting: April 29, 2021 Zoom
Respectfully Submitted by Yvette Ybarra and Deborah Diehl
Reviewed by: Yvette Ybarra