

**GLENDALE COMMUNITY COLLEGE  
LO&A COMMITTEE MINUTES  
Zoom  
April 29, 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, Anna 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.

**Proxys:** None

**Quorum:** 20/20

**Approval of Minutes from March 25, 2021**

**\*\*\*MSC Lee/Diehl Approved**

**Informational Items**

**Outcome**

<ul style="list-style-type: none"> <li>• <b>Shared common PLO (universal PLO) with C&amp;I- need to also think “Guided Pathways”</b> especially CTE, AA/AS Degrees, Certificate Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty are taking a look at their own divisions and how they can make it work for them. Building block for faculty to be able to create their own for division.</li> <li>• Francine thought the suggestion that for degrees and certs a template we can develop and then take C&amp;I might be appreciated. Their next meeting in May 12<sup>th</sup>, it could be introduced if the template is developed by them.</li> <li>• Rosemary wonders if there could be some developed for non-credit classes. Tiffany and Rosemary are interested in helping develop these as a move towards Pathways and mapping.</li> <li>• Clarification on minimum number of PLOs for department is three. And the division can ideally have shared PLOs throughout departments. Some can be</li> </ul>
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<ul style="list-style-type: none"> <li>• <b>Adding an hour for SLO/PLO re-writes</b></li>   <li>• <b>DE Addendum, SLOs, and assessment (see Doc. 1 Proposed DE Addendum)</b></li>                   <li>• <b>Received feedback regarding our new Yearly Assessment Report from the Program Review Committee (see Doc. 2 comments from PR committee in yellow, my comments in green)</b></li> </ul>	<p>skill-based PLOs and some SLO-based.</p> <ul style="list-style-type: none"> <li>• Yvette will share with C&amp;I in May.</li>   <li>• More information to come.</li>   <li>• Every class must have a DE addendum and each time a class goes through approval process the get looked at. Now the state mandate has changed. It is more intense look at the SLOs and how they are assessed, and individual instructors would need to fill this form out one for all sections. Yvette has asked Piper to help look at this before it goes through the process of approval. Yvette will ask what the Minimum requirements are and can we do drop downs and to try to simplify them.</li> <li>• We can email Yvette about concerns.</li>   <li>• Change name to End of Year Report, based on feedback, due in July 15<sup>th</sup>. Will be ready to use in May. Done by coordinator from the division using the assessments done by the division. Division can decide how the process is done.</li> <li>• This Report will be tweaked as we test the document out.</li> <li>• Will be an online form, create dropdowns, condense it and use pulldown and simplify. Keep simple with 4 points. Will help with program review. Try to keep examples.</li> <li>• This goes to Senate in May.</li> <li>• They will go into eLumen (in Fall) and we can practice and send to Yvette in</li> <li>• See document for the updates- condensed to 4 areas, in bold are drop downs and will have links to examples.</li> </ul>
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<ul style="list-style-type: none"> <li>• Assessment Reporting Workshops for Flex for Faculty.</li> <li>• <b>Using Canvas and eLumen for Assessment</b></li> <li>• <b>Coordinator Training Workshops</b></li> </ul> <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"> <li>• May 7<sup>th</sup> 10-11am MAYBE this too soon.</li> <li>• May 13<sup>th</sup>- 3-4pm</li> <li>• May 18<sup>th</sup>- 10-11am</li> <li>• May 24<sup>th</sup> 4-5pm</li> <li>• June 4<sup>th</sup> 1-2pm</li> <li>• May 28<sup>th</sup> 10-11am</li> <li>• Yvette will do training workshops in Summer but May meeting will do a 30 minute Coordinator. Trainings from last semester still count.</li> </ul>
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**Action Item**

<ul style="list-style-type: none"> <li>• <b>For all large divisions department coordinators need to be assigned. Especially with divisions with a lot of departments (more than 6). There were department coordinators and division's coordinators. We need divisions to identify who will be the division and department coordinators</b></li> </ul>	<ul style="list-style-type: none"> <li>• Trainings will be held for them in the summer or fall (see document AI 1)</li> <li>• We should clarify who will be doing the department chairs and have discussions. Maybe involve another FT faculty to help but it must be a decision that people agree with and have discussion and consensus. Decide with chairs who is in charge. Classes that have SO many sections, a department could create a Course Coordinator for that class.</li> <li>• Description of Duties on LO website. Division Coordinators should confirm which departments and course coordinators. And then those coordinators will be asked to attend meetings/trainings.</li> <li>• ONLY after attending a training will a coordinator be allowed access to planning in eLumen only after attending the workshops.</li> </ul>
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## New Business

<p><b>1. Rational for 2 year cycle</b></p>	<ul style="list-style-type: none"><li>• 2 year cycle and plan of action for college wide assessment reporting. We looked at the Rationale and discussed it and, as Charlotte S. mentioned, there should be an acknowledgement of the extra work load. Yvette has opened the discussion with Emily in Guild.</li><li>• The 2 year will start from the last assessment and plan ahead from there.</li><li>• Motion: Approve the rational to increase assessment practices from every 3 years to every 2 years.</li></ul> <p><b><i>***MSC Samineh/Yamamoto Motion passes unanimously</i></b></p>
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## Old Business

<p><b>2. Common PLO</b></p> <p><b>3. Excel Spreadsheet Assessment Cycle- more detailed (See Spreadsheet OB 2)</b></p> <p><b>4. ILO Review- changing language, adding Cultural Diversity and skill based ILO (See OB 3)</b></p> <p><b>5. SLO/PLO C&amp;I Process (See OB 4- two documents)</b></p>	<ul style="list-style-type: none"><li>• Motion: Move samples as a template to help C&amp;I faculty develop PLOs for their perspective programs.</li></ul> <p><b><i>***MSC Diehl/Perera Motion passes unanimously</i></b></p> <ul style="list-style-type: none"><li>• Showed spreadsheet with detail- nothing more on this matter- moved to Senate.</li><li>• We worked on the ILO #5 to include diversity: the LO committee worked on crafting the title and Yvette will try to weave skill-based</li><li>• Added ILOs to OneDrive to include everyone in the revision process.</li><li>• Did not address</li></ul>
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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. DE Addendum- SLOs and assessments**
- 2. eLumen and how to use for follow-up on assessments- reports**
- 3. Guided Pathways, Meta Majors and Learning Outcomes (moving in this direction with PLOs)**

**Meeting Adjourned: 1:32pm**

**Next Meeting: May 27, 2021 Zoom**

**Respectfully Submitted by Yvette Ybarra and Deborah Diehl**

**Reviewed by: Yvette Ybarra**