GLENDALE COMMUNITY COLLEGE LO&A COMMITTEE MINUTES Zoom November 4, 2021

Meeting called to order: 12:31pm

Members Present: Susie Chin-Library, Sarah Mecheneau - Language Arts, Travis Ames- SSD, Rosemarie Shamieh- NCBLSD, Cynthia Flores- English, Terrence Yu-Research and Planning, Anna Grygoruk- BIO, Tiffany Ingle- NCESL, Jason Plourde-KIN, Thye Peng Ngo- HSD, Gagik Labadzhyan- PSD, Deborah Diehl- VPA, Anahit Boduryan- Student Services, David Yamamoto- Coordinator, and Yvette Ybarra Coordinator.

Members Absent: Sonali Perera- Business, Jorge Palma- Tech and Aviation, Francien Rohrbacher, C&I Coordinator

Proxys: Luis Labra Bahena (Charlotte Schulten- Math), Elis Lee (Kimzey McGrath - Credit ESL)

Guest: Stacy Jazan, Accreditation

Quorum: 17/20

<u>Approval of Minutes from September 30, 2021</u>

***MSC Diehl/Grygoruk Approved

Informational Items

Outcome

- Please send me the department or course coordinators by end of November
- Units for LO&A work

- Please ask don't just assign faculty to coordinator positions.
- Keep track of hours you spend and ensure Division Chair is aware you will be turning in hours
- At end of term, send the hour to division chair
- At end of Term Division Chair, Ritterbrown
- Sonik will bank the hours (this covers both eLumen and Division Coordinator- if division is small

•	LO&A member job description	 these could be the same person depending on division size.) STIPENDS are different and Yvette can look into it. Part-time adjuncts could get a stipend. Draft of Duties and eLumen Coordinator roles: The team clarified roles between positions. LO Representative will often, but not always be the Dept Coordinator and eLumen Coordinator. Questions about who will attend meetings and maybe refresher trainings/instruction on the Assessment Planning. David's suggests: that LOA Reps have learning outcomes expertise so that C&I and Francien have SLOs are better coordinated.
•	End of Year Report	Success! Yvette will send out report to us.
•	SLO/Course and PLO cycle process	They will be disseminated.
•	eLumen and Assessment Report Training	Open office hours will begin in October through December for both SLO/PLO revisions and reporting assessments. Tuesday mornings 9-10am Thursday afternoons 430-530pm
•	Any courses that need to be assessed this term please send me the list	Please send me a list of courses you would like to have assessed for frequency purposes.
•	Review of course data for PLO assessment	 "PLO Assessment Day" in January 28, 2022 morning. Maybe on campus but also a hyflex situation for those who won't be on campus

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)

- Flex will be offered.
- This day will allow us time to break off into division, department, or curriculum groups, look over the disaggregated data, review and answer the PLO reflections, and come together for institutional dialogue.
 Research and planning and the Program Review Committee will be involved.

New Business

• Change of dates due to holidays

- Change 11/28 to 12/9
- Change 3/31 to 3/24

***MSC Yamamoto/Chin Approved

Old Business

• ILO Review (See OB 3)

ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3

- Goal: Have ILO draft approved at the next senate meeting so that Division and department chairs can map PLOs to ILOs at the Jan 28 PLO day.
- Need changes/input from folks by the first week of December so it can go to Senate.
- Asked Susie to talk to the librarians and see if they would like to make changes.
- SLO/PLO C&I Process (See OB 4two documents)
- Will review next meeting

Items at Senate:

Future Focus:

- 1. How to assess GELOS
- 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: 1:31pm

Next Meeting: December 9, 2021 Zoom

Respectfully Submitted by Yvette Ybarra and Deborah Diehl

Reviewed by: Yvette Ybarra