

MINUTES

Learning Outcome and Assessment Meeting

May 26, 2022

Zoom 12:30-1:30PM

Meeting called to order at: 12:33 pm

Members Present: Travis Ames, SSD, Anahit Boduryan- Student Services, Susie Chin-Library, Deb Diehl- VPA, Cynthia Flores- English, Anna Grygoruk- BIO, Tiffany Ingle- NCELS, Emelyen Judge, Kimzey McGrath, Sarah Mecheneau - Language Arts, ESL Sonali Perera- Business, Thye Peng Ngo- HSD Jason Plourde- KIN, Jorge Palma- Tech and Aviation, Charlotte Schulten-Math , Rosemarie Shamieh- NCBLSD, Francien Rohrbacher-C&I Coordinator, Terrence Yu- Research and Planning, Yvette Ybarra LO&A Coordinator and David Yamamoto- LO&A Coordinator

Members Absent: Gagik Labadzhyan-PSD

Proxies: none

Guests: none

Quorum: 20/21

Approval of Minutes from March 24, 2022

***** MSC Plourde/Perera Approved**

Informational Items:

<ul style="list-style-type: none">• Assessment organize divisions and departments so they match with program review. Good with assessments for now• Units for LO&A work• Innovators test group-(Summer Project) Yvette will work with a small group of faculty who would like to use the outcomes rubric in eLumen- this would allow students to see the assessment process. Yvette will be test-driving sharing the rubric in eLumen and Canvas, and allowing students to view them/be transparent. Make easier or assessment purposes.	<ul style="list-style-type: none">• Not as many departments/divisions are assessing this term. Some departments will still assess as well as look at PLOs, but some won't so certain departments we won't have faculty assess.• Make sure that division chair in in on the email train to Dr. Ritterbrown. Can submit until the end of June is possible to turn in. Guide for hours: Unit is 26 hours so if you were on a task force and driving assessments. Send to Ritterbrown and CC division chair.• Example: Any extra work/one On one work extra work- PLO assessment portion. May not accumulate up to 26 hours.• Tracking hours: Do we need to do justification for the hours. General: Meetings, hours of time to write. David and Yvette can be CC'd.• We are taking volunteers to develop rubrics that suture between eLumen and Canvas to make assessment more elegant.
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- **Accreditation of GELOs need to be mapped. Will be Mapping GELOs this summer**
- **Yvette Office Hours eLumen and Assessment Open Office Hours (spring):**
- **Review of course data for PLO assessment and answers to questions due June 27th** – David and I will upload the documents. Please email all completed reports to both of us.
- **Closing the Loop**

New Business:

1. Hyflex, F2F or zoom
2. Google Docs PLO Assessments Survey Form

- LOs only need to be mapped once. Disaggregation of data depends on this. Break downs of ethnicity and gender can be used for strategic plans and report to board and new president can look at.
- Open Office Hours
 - Tuesday May 31st, June 7th and 14th 11-12pm
 - Wednesday June 1st 10-11am
 - Thursday June 2nd 330-430pm
 - Friday May 27th, June 3rd and 10th 930-1030am
- Summer Open Office Hours Assessment (Course level assessments are due by July 8th midnight)
 - Mondays, Tuesdays, and Wednesdays 1-2pm (I will be gone June 29th-July 4th)
- Summer Open Office Hour SLO/PLO Revisions
 - Thursdays 1-2pm
- Summer Open Office Hours Program Review
 - TBA
- Using the Google Docs PLO Form and answering the last question
- First LO&A meeting in fall invite faculty to our meeting to discuss changes and what we have learned as a collective group.
- Changes will need to be able to be made before moving forward.
- The divisions that will be reviewed this fall David and Yvette will pull reports for this PLO Questions. Should be much easier and more straightforward. IN adjustment stages, as more people complete documents we'll be able to make tweaks in the fall before going to Senate.
- Questions about how to best record our conversations (had one with Stacey) if we put question in Google Docs form we need to list who was involved in conversation. Would like to have for our first meeting back open form discussion with assessing PLOs and invite whole college. To have conversation and note it for our documentation for PLO assessment and dialog.
- Discussion about Hyflex room for fall.
- Motion: Approve Hyflex LO&A meetings for Fall 22
*****MSC Shamieh /Bouduryan APPORVED**
- Google Doc form allows pulling info out of Google doc and into eLumen. IN future will have to go into eLumen to folder for this.

<p>3. End of Year Assessment Report:</p> <p>Old Business</p> <ol style="list-style-type: none"> 1. SLO/PLO C&I Process (See OB 2- two documents) 	<ul style="list-style-type: none"> • Who gets the form? Anyone with the link can contribute. • How do we like the lay out? The form will live on our website so faculty can get into it. • It will be live before June 28th when it's due. • If you have a comment on the document that David and Yvette can change. To make it easier for faculty. Use the questionnaires from the departments and copy paste to these online forms. This is only about the assessments. • Yvette will email faculty for PLO/SLO rewrite meetings with Yvette can happen this summer. Don't tell divisions yet. • David will pull the data from the forms and it will go into eLumen. David and Yvette will add/change PLOs in a piece-by-piece addition of information. • Annually is over the Department chair fills out after a year of assessing course levels. These will reside in eLumen. • Remind faculty to ask, we've had 6 years off from assessing PLOs. We're getting back on track. <p>• Motion: Use Google Docs Form for PLO Assessment. *** MSC Yamamoto/Judge APPROVED</p> <ul style="list-style-type: none"> • We don't need to worry about End Year reports because we are doing PLO reports now. Yvette is almost done setting them up. <p>• Motion: Use Google Doc form for the End-of-Year document for course review. ***MSC Ingel/Plourde APPROVED.</p>
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Next Meeting: September 30, 2022 Hyflex 12:30-1:30pm

Respectfully submitted and reviewed by: Deb Diehl and Yvette Ybarra

Meeting Adjourned at 12:32