Learning Outcomes & Assessment Committee – Academic Affairs (LOAC-AA)

Tuesday, September 1, 2015
2:30 – 4:00 p.m., A-403

VOTING MEMBERS (14/2 Vacant)
AA SLO Coordinator/Chair: Liz West X
SS SLO Coordinator: Juanita Tuan
Applied Behavioral Science: Alice Caddell X
Business: Anne Cremarosa X
English: Julia Raybould-Rodgers X
Fine Arts: Vacant
Health Sciences: Holly Stromberg X
Industrial Tech.: Patrick McGuire X
Languages & Comm.: Andria Keiser X
Library: Kathy Headtke X
Life & Physical Science: Vacant
Mathematical Sciences: Wendy Sutter X

PE/Athletics: Scia Maumausolo X
Public Safety: Ken George
Social & Behavioral Sciences: Vacant
ASBG REP: Kimberly Kallies X

INVITEES/NON-VOTING (16)
Academic Senate Exec: Alice Caddell X
AP&P Designee: Sofia Ramirez-Gelpi X
VPIE: Paul Murphy
LO Analyst: Jennie Robertson X
PT Faculty: Vacant
Vice President, SS: Nohemy Ornelas
Vice President AA: George Railey X

VPAA Designee: Rebecca Andres
Dean, Academic Affairs: Larissa Nazarenko
Int. Dean, Academic Affairs: Dave Humphreys
Dean, Academic Affairs: Nancy Weddings X
Dean, Student Services: Rob Parisi
Dean, Academic Affairs: Ardis Neilsen
Dean, Extended Campus: Rick Rantz
Artistic Dir/Assoc. Dean, PCPA: Mark Booher
Assoc. Dean/Athletic. Dir: Kim Ensing

MINUTES

1. Liz West called the meeting to order at 2:33 pm.

2. Basic Skills/Mapping – Liz provided a brief background on what transpired regarding Basic Skills last year and the current status. She reported that LOAC-AA recommended to SLC that the ILO mapping be removed from the Basic Skills courses, since they do not measure proficiency, but rather progression. SLC did not agree with our recommendation and asked that Basic Skills committee have input. Nancy reviewed the functions of the CCPD and curriculum is not one of the Basic Skills functions, noting a majority of committee is non-faculty. Now Noncredit is expecting to have measurable outcomes and should be part of the conversation. Liz reported that we could include assessment levels (Introduction/Mastery/Competent) which now can be done within eLumen.

   To address accreditation, whatever the decision, we are able to add a paragraph to Institutional Assessment Plan (IAP) to address how the Basic Skills should map. Andria will take to ESL and Wendy to take to Math, what English faculty think about it.

   The current status is that Basic Skills courses are linked to ILO.

   • Option #1 – Remove link from ILO since not mastery
   • Option #2 – Keep link to ILO, but add “introduced” to mapping form

   Committee Vote: On fence (4) Unlink from ILO (5). Liz will take both options back to SLC and ask for feedback.

3. Minutes from May 5, 2015 and August 12, 2015 were approved Motion: Stromberg/Headtke (7/0/3).

4. Finalize Goals for 2015-16 – The list from the retreat was reviewed. The top three goals for this term are:

   (a) Updating and Clarifying the “Changing the SLO Process” across campus
   (b) Program Review/Annual Updates Integration with SLOs
   (c) Improve part-timer involvement in assessment

5. Information & Technology Literacy ILO Report – Liz reported that ILO team concluded their work and the final report was included in the meeting materials. There will be a Sept 15 report from the team about the results held in A-203 from 1-2:30pm and encouraged everyone to attend.

6. Scientific Literacy ILO team – There are two volunteers for the team, but still need more additional faculty. There is a stipend to participate. If you or someone you know is interested, please contact Liz.
7. Other Business – There was none.
8. Announcements
9. Adjourned the meeting at 4:00 pm
Meeting Notes

1. Mayra Morales called the meeting at 9:05 am

2. Review and approve minutes from April 22, 2015

3. Department Updates

   a. Petra/CAN- revised SLOs and has emailed them to Jennie. Will get in contact with Juanita for some guidance.
   b. Nancy/LAP- has updated all SLO docs and inputted last semester data in elumen. Department has met to determine fall SLO assessment and spring.
   c. UTC/Ashley- no updates. New to the role. Will review existing SLO docs for UTC.
   d. Raul/FA- might assess SLO 5 & 7 this year because they have not been assessed or might just sunset them and focus on previous assessments and evaluate effectiveness and reassess using different methods.
   e. NC/Lucerito- will be adding 2 more SLOs to the program in make it more robust.
   f. Stephanie/SA- modified SLOs. H. Davis working on Leadership SLOs. Will incorporate new ambassador program in SLOs.
   g. Julie/Counseling- plan to assess SLO 2 this semester and look into degree works. Will look into last semester’s results to determine if need to repeat assessment or if results were satisfactory.
   h. Sharon/Testing- new video coming soon to support SLO 1. Has retired SLO2
   i. Luis/EOPS- last semester assessed SLO 1, 3, 5. Will retire SLO 3 because excellent results for two consecutive semesters.
   j. Luis/CW- plan to assess SLO 1 & 5 this year because has not been assessed within 6 year time frame.
   k. Bettie/Cal-Soap- Has developed 2 SLOs for the program. Will submit 6 year assessment schedule.
   l. David/Career- currently in comprehensive program review process. Assessed 4 SLOs with embedded questions in program review student survey.
   m. Marian/A&R- program review scheduled for this semester. Will be developing new 6 year assessment schedule.

2015-16 Goals
1. Update all required docs (6 yr plan, mapping, improvement plan)
2. Explore ways to utilize technology & IRP for SLO assessment
3. Explore and identify process of connecting SLOs to resource allocation
4. Receive more eLumen training
5. Facilitate Program Review info session for student services

Ongoing Goals
1. Continue to strive for Sustainable Continuous Quality Improvement
2. Coordinate with program review & annual update
4. Accreditation: TABLED

5. Program Review schedule & forms: TABLED

6. Follow up tasks: went over last semester’s follow up tasks. All items accomplished with the exception of updating/submitting SLO forms from Cal-SOAP & CAN. Ongoing task of exploring and identifying process of connecting SLOs to resource allocation will remain on our follow up tasks. Members are to provide ideas of how to accomplish this task.

7. Goals & accomplishment: reviewed committee annual report for 14-15. Should have added accomplishment of simplifying SLO numbering across departments and online web publication. Identified 2015-2016 goals:
   a. Lead the effort to provide information session for program review for all student services departments/programs.
   b. Explore ways to utilize technology for SLO assessment.
   c. More eLumen training
   d. Identify ways IRP can help student services with SLO assessments.
   e. 100% in identifying SLOs, ongoing assessment, and 6 year assessment schedule in student services division.

8. Assessment Timeline: went over the timeline and encouraged to use as resource especially for new liaisons.

9. Assessment planning & tools: Mayra went over sample of 6 year assessment matrix as a tool to help track and plan assessment schedule. **We all agreed to use the matrix as a way to document and submit with annual program review updates.** The current 6 year assessment schedule will still be completed during Comprehensive Program Review and will be updated within departments every year because it is more detailed and helpful within departments. Mayra went over how rubrics are used and encourage everyone to take it look to see how they can benefit from developing a rubric with assessing SLOs.

10. Kahoot: Luis provided a demo of how he uses this online interactive program as a way to engage audience and collect data. You can find it at [getkahoot.it](http://getkahoot.it)

11. eLumen: **We all agreed to complete one context improvement plan (CIP) per year at the end of Spring semester.** Setting improvement plan is options and at this time only EOPS uses it and it was recommended to distribute every semester or there might be another area where we can document more information about the assessment as needed.

12. Other business: discussed a need to identify support for PD & Leadership instructors on assessment timeline and encourage documenting SLO assessment. Invite Phil Hamer to our next meeting. Learn more about RAVE text program at AHC. Invite Armando from IRP to next meeting. Communicate with Student Services Council the need for professional development on Program Review, data gathering, and writing effective surveys.

13. Future meetings: early November on a Tuesday morning (not transfer day). Will send out meeting invite soon.

14. Adjourn at 11:34 am

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**Ongoing Goals**

1. Continue to strive for Sustainable Continuous Quality Improvement
2. Coordinate with program review & annual update
Learning Outcomes & Assessment Committee – Academic Affairs (LOAC-AA)

Tuesday, November 3, 2015
2:30 – 4:00 p.m., A-403

VOTING MEMBERS (14/2 Vacant)
AA SLO Coordinator/Chair: Liz West X
SS SLO Coordinator: Juanita Tuan X
Applied Behavioral Science: Alice Caddell X
Business: Anne Cremarosa
English: Julia Raybould-Rodgers X
Fine Arts: Vacant
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ASBG REP: Kimberly Kallis X
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AP&P Designee: Sofia Ramirez-Gelpi X
VPIE: Paul Murphy
L&PS Analyst: Jennie Robertson X
PT Faculty: Chris Straub X
Vice President, SS: Nohemy Ornelas
Vice President AA: George Railey
VPA Designee: Rebecca Andres
Dean, Academic Affairs: Larissa Nazarenko
Int. Dean, Academic Affairs: Dave Humphreys
Dean, Academic Affairs: Nancy Meddings
Dean, Student Services: Rob Parisi
Dean, Academic Affairs: Ardis Neilsen
Dean, Extended Campus: Rick Rantz
Artistic Dir/Assoc. Dean, PCPA: Mark Booher
Assoc. Dean/Athletic. Dir: Kim Ensing

MINUTES

1. Liz West called the meeting to order at 2:33 pm.

2. Reviewed and approved minutes from 10/6/15 and 9/1/15, as presented (Motion: Alice/Kathy 8/0/0)

3. Follow-up Tasks were reviewed and updated. Completed and removed from the tasks is the “How to Change a SLO.”

4. Department Updates
   a. Scia/PE Dept – Department meeting held and Jennie attended to provide eLumen training. Faculty continue to work on assessments.
   b. Liz/Math – Still without a department liaison.
   c. Kimberly/ASBG – Students attended CSAW conference. Lots of ASBG activities happening including a Halloween Costume contest and mock trial.
   d. Patrick/IT – Hope to get a replacement for LOAC-AA next semester.
   e. Chris Straub/SBS – SBS department met and they had some questions: Inquired about the “How to change SLOs” process and how to complete course improvement plans if they meet their benchmarks.
   f. Rob/L&PS – No report, new to committee.
   h. Kathy/Library – Assessment completed in fall 2014 for English 101 students that came for orientation versus those that did not. Those that attended orientation showed a 10% higher success/retention rate. Assessment held at both campuses and had about 150 students. Nancy wants to see if one time trend or if it repeats, so they will do again this fall.
   i. Jennie/IRP – Reported on the recent professional development sessions held for program review data for both academic affairs and student services. Handed out a list of upcoming eLumen drop in sessions and asked for volunteers from LOAC-AA to attend and be available to discuss assessments or just help faculty. All sessions, but the one at LVC got volunteers:

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>LOAC-AA Volunteer</th>
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<td>2:30 PM</td>
<td>A-403, SM</td>
<td>Alice, Sofia</td>
</tr>
<tr>
<td>Fri, Dec 11</td>
<td>10:11 AM</td>
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<td>Alice</td>
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<tr>
<td>Mon, Dec 14</td>
<td>1:30 PM</td>
<td>A-403, SM</td>
<td>Sofia</td>
</tr>
</tbody>
</table>
5. ILO Assessment Process – Jennie walked through the few updates made to the IAP regarding the ILO assessment. She will send out the revised document to the group. The following changes were made:
   a. Institutional Assessment, removed program and added student service program outcomes. (p.10)
   b. Updated Information and Technology Literacy ILO to include both a. Information Literacy and b. Technology Literacy. (p.10)
   c. ILO data is collected and analyzed by interdisciplinary evidence assessment teams comprised of faculty, staff, administrators, and when appropriate, students and other relevant staff. The goal is to examine institutional effectiveness in reaching desired institutional level outcome goals and to gather evidence of sustainable continuous quality improvement in student learning outcomes and assessment according to ACCJC’s ‘Rubric for Institutional Effectiveness, Part III: Student Learning Outcomes’ (Appendix A). (p.11)
   d. Each fall, LOAC-AA will make recommendations to help direct the upcoming ILO assessment team. (p.11)
   e. Updated the ILO Assessment Cycle to be current with recent activities (p. 11)

6. Finalized the “How to Change a SLO Process” and approved to forward on to next level (SLC, SSC, AS) (Motion: Kathy/Holly 10/0/0)

7. Other Business
   a. Spring Professional Development Activities – Jennie shared the list of professional development ideas she got from her meetings with department chairs. Liz suggested that we focus on engaging part time faculty in the spring. There was discussion about types of professional development that would be meaningful for part time faculty and Sofia reported there is confusion by the part timers about what is required and what to do. Suggestions were to focus on “how does assessment benefit faculty” and break it down to explain the “importance of assessment.” Chris also recommended that a letter from department chairs saying “you should consider doing this…” would be more meaningful than even getting professional development credit. We will bring this back to the December meeting.
   b. Spring retreat items (IAP) and date – agreed to make it a LOAC-AA and LOAC-SS joint retreat to update the IAP. Will meet on Wed, Jan 20 from 10 am – 1 pm and will request funds to purchase lunch from the VPs. Jennie will invite everyone and confirm a location.

8. Announcements
   a. Final meeting is Dec 1.

9. Adjourned the meeting at 4:00 pm
Learning Outcomes & Assessment Committee – Student Services (LOAC-SS)

Tuesday, November 10, 2015
10 am – 12:15 pm, A401

VOTING MEMBERS
SS SLO Co-Coordinator/Chair: Mayra Morales
SS SLO Co-Coordinator/Co-Chair: Juanita Tuan
AA SLO Coordinator: Liz West
A & R: Marian Quaid-Maltagliati/Josie Cabana
CalWORKs: Luis Ayala
Career/Job Placement: David Hernandez
Counseling: Julie Vasques
Cal-SOAP: Diana Perez

EOPS/CARE: Kiri Villa
Financial Aid: Greg Deleon
Health Services: Alex Bell
Learning Assistance: Nancy Peters
Noncredit Counseling: Lucerito Salgado
Student Activities: Stephanie Robb
Testing Center: Sharon Aldridge
Trio/CAN: Petra Gomez
UTC: Ashley Brackett

INVITEES/NON-VOTING
IRP Director: vacant
LO Analyst: Jennie Robertson
Vice President, SS: Nohemy Ornelas
Dean, Student Services: Rob Parisi
AP&P Chair Rep: Sofia Gelpi

Meeting Notes

1. Mayra Morales called the meeting at 10:06 am
2. Review and approve minutes from Sept 23, 2015
3. Department Updates
   a. Sharon/Testing- using new prep guide for testing
   b. Greg/FA- getting help with SLOs from Raul. Next dept staff meeting he will give an update on SLOs.
      Preparing for program review in spring. Assessing two SLOs gathering data from SAP workshops and
      Feb FAFSA workshop.
   c. Petra/CAN- all data in elumen. Met with department and will be revising SLOs.
   d. A&R- doing program review this semester. Has a working team working on developing new 6 year
      assessment plan. Rely heavily on usage data because surveys create a burden for students that come
      to A & R in distress. Need help with ideas for assessment.
   e. Ashley/UTC-assessing university application completion and will be distributing survey after Nov 30.
   f. Luis/CW- adjusting to the transition to cws SLOs. Ready for assessment this semester.
   g. Nancy/LAP-doing program review this semester. Will assess in spring.
   h. Julie/Counseling-this semester is assessing student’s ability to navigate online services. Next semester
      will be assessing strategies for success in students on academic probation.
   i. Kiri/EOPS- will be assessing priority registration in the fall and fafsa completion in the spring. Doing
      program review this semester.
   j. Stephanie/ASBG-developed new SLO to reflect new ambassador program. Will work with CAN to
      develop and share another SLO to assess mentorship program.
   k. Lucerito/NC- added new SLOs, developed new 6year plan. Doing program review this semester.
4. Accreditation: Nancy Weddings spoke about accreditation standards. Top reasons for sanction in 2015 was
   SLO implementation, Planning using assessment results, and employee evaluation. Nancy emphasized the
   importance of disaggregating and analyzing outcomes for subpopulation of students, program types, and

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5. Facilitate Program Review info session for student services

Ongoing Goals
1. Continue to strive for Sustainable Continuous Quality Improvement
2. Coordinate with program review & annual update
3. Review ILO assessment reports *SS feeds into Critical Thinking,
   Information/Technology Literacy, and Personal Development and participate
   in ILO Assessment Review.
mode of delivery (i.e. online services & services at other locations). In addition, documenting and providing evidence of communication of SLO assessment results and how decisions are made to improved services based on results.

5. Follow up tasks: **NC will email Jennie new 6 year assessment plan. CW & CAN will complete 2014-2015 context improvement plan.** For other tasks see “Follow up Tasks” list.

6. Data & Assessment: Armando from IRP spoke about meaningful data and assessment. Key points were: collect data regularly, create baseline, consider difference in fall and spring demographics (compare fall with fall and spring with spring), set data point within 6 years to see trend, usage data is better than nothing, but baseline is most important with using usage data.

7. Program Review Schedule & Forms: JT announced the revised program review forms are finalized and posted on myhancock docs.

8. How to change SLOs doc: Review the document. Discussion took place about whether the mapping form was necessary. **We were in consensus to get rid of the mapping form. Liaisons will meet with Jennie to change mapping directly in eLumen when we change or add a new SLO.**

9. LOAC AA & SS Joint Retreat: joint retreat to update the Institutional Assessment Plan (IAP) on Wed, 1/20 room 10-1 in A-403. Student Services must be represented. All are encouraged to attend. **Mayra, Stephanie, and Greg agreed to attend**, pending no schedule conflict.

10. Elumen & inputting Fall Data: Make sure to input your fall data before you leave for winter break. If you need help inputting data Jennie has several sessions scheduled in December. As always, you can also schedule an one-on-one for assistance.

11. Other business: **The group decided there is no need for the mapping form. If SLOs are revised or new ones are developed it is the Liaison’s responsibly to meet with Jennie to update the mapping within eLumen.**

12. Next meeting in Spring: TBA

13. Adjourn at 12:05 pm