



Minutes

Committee Name: Outcomes Assessment Committee

Date: April 2, 2019

Time: 9:00a.m.-11:00a.m.

Location: MB 235 video w/ KRV 5 and zoom <https://cccconfer.zoom.us/j/6593580366>

Members: Vivian Baker, Christine Small, Lucila Gonzalez-Cirre, Jan Moline, Heather Bopp, Jaclyn Kessler, Kimberly Dochterman (student rep), Corey Marvin, Dawn Ward, Suzie Ama, Melanie Jeffrey

Not present: Kimberly Dochterman, Melanie Jeffrey, and Jaclyn Kessler

1. Call to Order 9:11a.m.

2. Approval of Agenda

- 2.1 Additions for membership roster, Fall Flex, and May meeting
- 2.2 Approved with changes.

3. Approval of March 5, 2019, 2019 Minutes and Action Items

- 3.1 Approved

4. eLumen Update

- 4.1 Update from Vivian Baker - there is a glitch with CHDV and eLumen is still attempting to locate and correct the problem; some SLOs are not transferring correctly into Canvas.
- 4.2 Some courses will need to be remapped to ILOs after revision through CIC. Chairs and Data Stewards have access to mapping within eLumen. New Chairs should be contacted after July 1st for mapping.
- 4.3 AUO's - eLumen –context types, setting attributes – these are much like our performance descriptors for faculty, departments will be contacted to help determine language for context types and setting attributes. Vivian and Dawn will follow up.

5. Review of Action Items

- 5.1 Create standing action item to review assessment data and analysis for Annual Report from prior Spring/Fall (see below for more details).
- 5.2 Corey will work to develop an excel or other program spreadsheet for easier tracking and audit to be developed for use by OA Committee. Members will work together to create a trackable and fillable document for the college G:drive for up to date information. Corey has asked for help from other excel gurus to assist in creation of document. The current



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document created by Vivian regarding assessment tracking and 5-year cycle will be forwarded to Corey for review (by Dawn or Vivian).

6. Program Review – Rubric

6.1 Rubric final approval and distribution, placement on OAC website – Final Draft of the Rubric was approved and will be placed on the OAC website under IR→OA→Assessment Resources→CC Assessment Processes

6.2 Any programs for review – None at this time. Safety and Security should be coming through again for second read. Counseling, Studio Arts, and Child Development Center (CDC) are also expected by end of the semester. Human Services/Social Work, Psychology, and Human Resources have been deferred due to assessments. An email will be sent to members for review and approval.

7. Approval of meeting dates and time for 2019-2020 school year

7.1 9:00a.m.-11:00a.m. September 3, October 1, November 5, December 3, February 4, March 3, April 7, and May 5

7.2 Dates approved and will be forward to Stephanie Brantley for planning.

8. Review and approval of Outcomes Assessment Report for 2018-2019 year

8.1 The report was review by the committee and comments taken for changes. Revised document will be distributed via email for final approval. A copy is needed for IEC by May 6th, so draft should be submitted to OAC by April 26th for review. Goals were identified and are included in the report.

8.2 It was agreed that under Rubric Statement 1 the ongoing assessment would be changed from current percentages to move assessment to tracking those completed throughout the term. Because assessing happens at the end of the semester the committee agreed to assess the prior Spring and Fall, e.g. Spring 2019-Fall 2018. Every February the data would then be compiled. The numbers may vary by what is completed or course that were planned for the prior semester but assessed late in a following semester.

- Courses Scheduled to be Assessed in 5-year cycle [number/%]
- Courses Planned [number/%] in that semester
- Courses Assessed [number/%] in that semester

8.3 A larger discussion was also had discussing PLOs assessment and the need to hold a meeting prior to assessment. It would be best to contact PR writers a year out from assessment so any missing assessments (AUOs, SLOs) could be captured and PLOs timely



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assessed to avoid being pushed out. This would help address a gap. Corey will meet and discuss with Admin whether this should be mandatory for PR writers.

8.4 See action item above re: excel spreadsheet.

9. Additional Agenda Items

9.1. Membership – question was asked at the meeting and email will be sent out with the approved dates for current members to verify continuing on committee, appropriate requests will be sent out if anyone decides to vacate their position.

9.2. Fall Flex: it was agreed that it would be a good idea to present at Fall Flex Days. Various topics were discussed such as assessing in eLumen, entering assessment data and what we need from faculty/admin, or general assessment presentation. One time slot with potential repeat would be sufficient. Request will be made for volunteers once space confirmed by Prof. Develop Committee.

9.3 May meeting will be tentatively left on the calendar. Final decision will be made closer to the date.

10.Future Agenda Items: eLumen process/training, program reviews

11.Future Meeting Dates May 7, 2019.

12.Adjournment 11:00a.m.

Meeting Chair: Dawn J. Ward

Recorder: Dawn J. Ward