



Minutes

Committee Name: Outcomes Assessment Committee

Date: September 1, 2020

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

Location: MB 235 video and zoom

<https://cccconfer.zoom.us/j/91631424567?pwd=cTFmUIUzcEhiMTloSU0rc2ZuWFZWUT09>

Password: 079316; Meeting ID: 916 3142 4567; +1 669 900 6833 (US Toll)

Members: Vivian Baker, Christine Small, Lucila Gonzalez-Cirre, Jan Moline, Jaclyn Kessler, Christian Winston and Subber Dhillon (student rep), Corey Marvin, Dawn Ward, Suzie Ama, Melanie Jeffrey, Kristie Nichols, John Elder (IR).

Call to Order

1. Approval of Agenda, APPROVED

1.1 Membership Changes: Suzie Ama, no longer Program Review Chair (PR Chair is de facto member), once PR Chair is selected through Academic Senate process, Dawn will be notified and the new member's name added. An acting chair may be added in the interim once that person is identified/approved. Student reps (Subber Dhillon and Christian Winston have graduated.) Student Government will notify Dawn when reps are chosen. Jaclyn Kessler remains on the committee to date but may conflicts resulting from needs of Prison Correspondence requirements.

2. Approval of April minutes (J. Moline) and Action Items –Dawn and Jan will work together to find the April minutes. April and September minutes will be presented for approval in October.

3. Future Meeting dates

3.1 Keep same times or change?

3.1.1 Keep the same time and 1st Tuesday of each month

3.1.2 Time and Day: 9 -11 am on Tuesday

3.1.3 Dates: 10/06/2020, 11/03/2020, 12/01/2020 (optional), 02/02/2021, 03/02/2021, 04/06/2021, 05/04/2021 (optional)

3.1.4 Dawn will send Calendar Invites using the same Zoom Room, link will remain the same

4. eLumen

4.1 Update – Dawn

4.1.1 eLumen is moving forward. Flex training for eLumen was well attended and well accepted. Multiple chairs attended and some previously resistant to using eLumen warmed up a little toward using eLumen, reported feeling more comfortable and more confident that data would be stable and accessible over the long haul.

4.1.2 Goal to train faculty chairs

4.1.2.1 Chair meeting end of October chosen for that training



Minutes

- 4.1.2.2 Once trained Chairs encouraged to train department faculty so all department faculty (including adjunct) are using eLumen to enter and submit SLO data.
 - 4.1.3 Some problem tickets have been resolved
 - 4.1.3.1 Particularly tagging department faculty and assigning them to departments
 - 4.1.3.2 Department assignment allowed login and access
 - 4.1.4 Last year 77 section assessments were planned
 - 4.1.4.1 40 for Fall 2019, 37 for Spring 2020
 - 4.1.4.2 49 of 77 were fully entered, 13 partially entered, 15 need work (28 total are not complete)
 - 4.1.4.3 Changes have been made to assessment data entry workflow to accommodate workflow changed needed in CIC
 - 4.1.4.4 Tags were added to direct CIC/eLumen email notifications to only those faculty listed or working on specific CORs or data entry
 - 4.1.4.5 Dawn will be publishing deadline requirements for submitting OAC Data Plans
 - 4.1.4.5.1 Some departments using a sampling method, assessment data across the department is sampled rather than every section submitting assessment data
 - 4.1.4.5.2 Even when assessment data from all sections are not entered, there should be data entered for at least one class per instructor (adjunct included)
 - 4.1.4.6 General Education and courses listed across multiple programs need to be assessed more frequently than every 5 years.
 - 4.1.4.6.1 Programs entering Program Review need newer data
 - 4.1.4.6.2 Some departments are still not entering data (anywhere accessible)
 - 4.1.4.6.2.1 They are stating they are assessing
 - 4.1.4.6.2.2 Data not published (Canvas, eLumen, ???)
5. SLO handbook <https://www.cerrocoso.edu/institutional-effectiveness/oac-handbook>
- 5.1 Revisions
 - 5.1.1 Please review the handbook and make any revisions suggestions to Dawn.
6. Governance page review <https://employees.cerrocoso.edu/content/governance>
- 6.1 Sharing of updates, reminders of new storage for sources for faculty
7. Flex training reports
- 7.1 Presentations at flex – Dawn
 - 7.1.1 See 4.1
 - 7.1.2 Additional presentations scheduled
 - 7.1.2.1 October-Chairs Meeting



Minutes

7.1.2.2 Lunch n Learns

7.1.2.2.1 Suggestions welcome

7.1.2.2.2 Vivian suggested Performance Indicators—What are they, where are they? Yes you already have them!

8. SLO Review for Program Review – updates seeking Chair

9. Review of Action Items

9.1 Corey will bring this back (due to the interruption in Spring/Summer, this wasn't done end of last year)

- Corey – Presidential cabinet input (admin program reviews, assistance)
- Corey – check with Heather and Lisa about training for AOU's work with for meeting with Ryan and Dawn

10. Future Agenda Items: eLumen process/training, SLOs, AUPs

11. Future Meeting Dates: To be approved 10/06/2020

11.1.1 Time and Day: 9 -11 am on Tuesday

11.1.2 Dates: 10/06/2020, 11/03/2020, 12/01/2020 (optional), 02/02/2021, 03/02/2021, 04/06/2021, 05/04/2021 (optional)

12. Adjournment

Meeting Chair: Dawn Ward

Recorder: Jan Moline