



Minutes

Committee Name: Outcomes Assessment Committee

Date: September 7, 2021

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

Location: Zoom <https://cccconfer.zoom.us/j/94679677501>

Meeting ID: Meeting ID: 946 7967 7501; +1 669 900 6833 (US Toll)

Members: Vivian Baker, Lucila Gonzalez-Cirre, Jaclyn Kessler, Corey Marvin, Dawn Ward, Suzie Ama, Melanie Jeffrey, John Elder (IR).

Present: Vivian Baker, Lucila Gonzalez-Cirre, Jaclyn Kessler, Corey Marvin, Dawn Ward

Not present: Suzie Ama; Melanie Jeffrey; John Elder (IR) (John contacted had other commitment).

Call to Order 9:07a.m.

1. Approval of Agenda

1.1 add OAC Annual review report

2. Approval of April 2021 minutes (J. Moline) and Action Items – approved

3. Future meeting dates and recorder

3.1 Keep same times or change?

3.1.1 Yes agree to maintain current schedule – First Tuesday of each month 9:00-10:00am

3.2 Need someone to act as secretary to replace Jan

3.2.1 mentioned to committee to let Dawn know if can or want to be recorder for the meetings

4. eLumen

4.1 Update – Dawn

4.1.1. Discussion of continued problems with eLumen including report errors, missing data and disappearing data, and CORs coming up blank when requested. Most data seems to be in eLumen with an increasing problem of pulling it out when needed to assessment, reports to state offices, or Program Reviews

4.2 Canvas Outcomes updates and CIC shift

4.2.1 General consensus of committee to move away from eLumen. Work this year to develop some way to store and collect data for assessment and needs for accreditation.

4.2.2 Child Development, Paralegal Studies, and Counseling are working with Canvas Administrator and DE lead Rebecca Pang to do a test for pulling data from eLumen this semester to see how the system works and if it is feasible. Other colleges are doing something similar, and it seems to be working. We will move forward from here.

4.2.3 There was discussion of various different programs within Microsoft Office or Google that would be used to create own college wide system.



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5. Governance page review

- 5.1 Sharing of updates, reminders of new storage for sources for faculty
- 5.2 Review for members
- 5.3 Reminder of requirements for committee attendance we agreed to last semester in the Handbook revisions. Member will be alerted by chair upon missing with a warning and then replaced.
 - 5.3.1 Information was all discussed including attendance reminders

6. Flex training reports

- 6.1 Presentations at flex – Dawn
 - 6.1.1 Flex presentations went well. Three were provided that were SLO/PR based and two were in conjunction with PR Chair Jaelyn Kessler.
 - 6.1.2 Feedback was good and some issues with eLumen reports and mapping was also identified. Help tickets were submitted to eLumen and are currently being addressed.

7. SLO Review for Program Review –

- 7.1 Presentations at Flex, schedule for this year for PRs, trainings. – Jaelyn and Dawn
 - 7.1.1 Feedback on presentations were positive from faculty and chairs. Timeline and additional trainings or meetings with PR writers were discussed as well as some instructions for gather data and writing reports. A concise timeline was provided to assist writers.
 - 7.2 Status of release time or pay for those writing PR if not chair: discussion from CCA union meeting – Dawn
 - 7.2.2 The topic of some sort of compensation for those who are not degree/department area Chairs was discussed at the last CCA Union meeting. There appeared to be a consensus across Executive Committee that something should be arranged that are helping to write the PR. This is for additional work, not what would normally be completed when working together. This is for when someone in department is the area expert that is not the department chair, e.g., Spanish in the English department, Sociology or Psychology in Social Science, or Paralegal or IT in business and the sitting chair would have a different area of teaching.

8. New members

- 8.1 Need one faculty to replace Jan Moline (counseling)
- 8.2 Need administrative position; can check with Christine Small again.
- 8.3 Need classified staff member
- 8.4 Need student representative



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- 8.4.1 For all areas of membership. Appropriate connections have or will be made to find replacements for those areas needed. All members requested to see if know of anyone who might be interested as well.

9. Review of Action Items

- Corey – Presidential cabinet input (admin program reviews, assistance)? Did we ever complete this?
- Corey – check with Heather and Lisa about training for AOU's work with for meeting with Ryan and Dawn
 - For both: Jaelyn and Dawn will attend upcoming meeting to have introductions and see where assistance can be given for upcoming PR writers and amending or creating AOU's for certain programs. Corey will contact them with the details.
 - Also, the Student Survey was behind but sent our Spring 2021 and IR is currently working on the data. This will help in respect to AOU for what information is available as well.

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

11. Future Meeting Dates: 10/5, TBD (Zoom will be sent out for reminder of Fall semester for meeting information)

12. Adjournment 10:30a.m.

Meeting Chair: Dawn Ward

Recorder: Dawn Ward