



Minutes

Committee Name: Outcomes Assessment Committee

Date: September 4, 2018

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

Location: EW 207 video w/ KRV 5 and zoom

Present: Vivian Baker, Christine Small, Corey Marvin, Lucila Gonzales-Cirre, Dawn Ward, Suzie Ama

Absent: Heather Bopp, Jan Moline, Melanie Jeffrey, Yihfen Chen, Student Representative unknown – (Blake Sarrett stepped off the committee)

1. Call to Order

Time: 9:07 Vivian Baker

2. Approval of Agenda

3. Approval of May 1, 2018 Minutes and Action Items

4. Committee Membership

4.1 Julie Cornett has stepped off the committee. Lucila Gonzales- Cirre is joining. Blake Sarrett (student representative) is unable to continue serving. He is looking for a replacement.

5. eLumen , Assessment process and Assessment Update

5.1 Vivian will be attending Chairs to provide training on new assessment plan in eLumen. Assessment data will be entered at the end of the semester, with best practice being before or around the same time as grades are due.

5.2 Vivian is working with Justin in creating training videos for how to complete assessments in eLumen, how to integrate assessment into Canvas, and how to import the assessment data back into eLumen. Vivian will also be doing some Lunch and Learn trainings mid-October / November.

5.3 Terms: Assessment -gathering of data, student by student. Analysis – discussion and dialogue within the department related to all SLO assessment results for a course. This analysis will take place in the AUP (which already prompts for discussion of SLO assessments).

5.4 The old assessment process was that data was gathered in one semester, and reported by March/October of the next semester. We are changing this with eLumen, and each individual faculty member will be entering the data from their class either in Canvas as they grade (although grades are separate from assessment they can be done at the same time), or by going into elumen and entering data there.



Minutes

- 5.5 Faculty will be entering the date for each student met/not met (or if their department chooses, they may also have the option of somewhat met). We are not asking faculty to do any more work than they have already been doing, just entering the data differently. The vast majority of faculty and departments have already been looking at individual student work, determining assessment mastery, and counting. The only difference is we are associating the result with the student. Faculty will be prompted with the reflection template this committee developed last semester, once all data has been entered.
- 5.6 Assessment Update: we are over 90% in terms of courses assessed. We need to shift our focus from percentages to ensuring the cycle of assessment is within the program review cycle. We have some courses that were assessed in 2011/2012, and have not been assessed again.

6. Outcomes Committee Annual Goals and review IEC survey

- 6.1 Normally we review our annual goals at this first meeting, however, we will wait until after The IEC meets at the end of the month to review the Annual report. We will review the goals in October.
- 6.2 Discussion of the survey results. A need for additional training and awareness of SLOs / Assessment processes is indicated. Include a Progress Report on Assessment, maybe one focus for faculty, and one towards Classified/Management.

7. AUO and process

- 7.1 AUOs are part of the core Thyote data. Going forward, they should be reviewed by Supervisor of the Program Director, and they should be presented to the OAC for review before becoming official.
- 7.2 The AUOs have been posted on the website so they are now all in one location. We will need to review each set of AUOs. The goal is that all AUOs will have a similar format in wording, with the focus on the Units main services. Strategic plans or initiatives appear to have been confused with AUOs for some units.
- 7.3 More discussion on how to proceed with the audit and recommendations to come in future meetings. Vivian may present at Admin Cabinet Meeting.

8. Review of Action Items: Vivian will contact OAC members who have not attended to confirm interest. Training for eLumen and L&L to come mid-October/November. Review OAC goals. Continue AUO audit.

9. Miscellaneous: Vivian has been in contact with Chairs who are working on Program Review, and those who should be assessing PLOs this academic year.



Minutes

Additionally, she's been contacting all Chairs to share information about when their courses were last assessed, and to confirm the five year plans before posting on the OAC webpage (especially for programs who do not have a five year plan because they completed PR before we started that).

10.Future Agenda Items AUP review in November, eLumen process and training, AUOs

11.Future Meeting Dates November 6, 2018; December 4, 2018; February 5, 2019; March 5, 2019; April 2, 2019; May 7, 2019.

12.Adjournment 10:30 a.m.

Meeting Chair: Vivian Baker

Recorder: Vivian Baker