*Create a campus culture where SLOs are understood and valued and where assessment functions as a resource leading to improved instruction, curricula, programs, and/or services. (2011)*

12-1220   •   1st and 3rd Tuesdays   •   2:45-4:15pm

## MINUTES (October 20, 2015)

### Attendance:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| X | Fawaz Al-Malood Associate Dean, Business | E | Ema Burman, Professor Library & Learning Resources | X | Mary Hoff, Student Associated Students | | | |
| X | Jonathan Hymer, Professor Technology & Health | X | Eddie Lee, Professor Student Services | E | Mark Lowentrout, Co-Chair Associate Dean, Arts | | | |
| X | Doug Mullane, Professor Humanities & Social Sciences | X | Jim Ocampo, Director Student Services | E | Jason Perez, Professor Arts *(class conflict Fall 2015)* | | | |
| X | Bill Roche, Professor Business | X | Annel Medina Tagarao Research & Institutional Effectiveness | X | Julia Villalobos, Professor Continuing Education | | | |
| X | Emily Woolery, Co-Chair, Professor, Library & Learning Resources | | Vacant (Faculty) Kinesiology, Athletics, & Dance | | Vacant (Faculty) Natural Sciences | | | |

**Approval of Minutes**:  The minutes of the October 6, 2015 meeting were approved.


**Old Business**

- Strategic Plan 2014-15
  - o  Annel, Emily, and Mark developed and submitted process objectives and outcome objectives for the Strategic Plan.  (See pages 2-3 of these minutes.)
  - o  The committee agreed with the objectives, but recommended modification of some terminology within the strategic objectives, including 3.2, which refers to GEOs.
  - o  <u>Action</u>:  Emily will submit suggestions for revised wording along with updates to the Strategic Plan.


**New Business**

- TracDat 5 – Planning for Transition
  - o  Committee members reviewed the College's use of TracDat and the five column model of assessment.  Members find the five column model to be very helpful to documenting outcomes assessment and discussed how to improve our use of this model of assessment within TracDat 5.
  - o  Committee members agreed to hold our 11/3 meeting in a computer lab so that we can use the current TracDat and the sandbox for TracDat 5.
  - o  <u>Action</u>:  Emily will confirm or request access to TracDat and TracDat 5 sandbox for all committee members.


**Open Issues** (tabled until further notice)

*Strategic Objective (Outcomes Committee)*
3.1 Active courses will have at least two course-level SLOs and an ongoing cycle of evaluation and improvement with wide reporting of results

*Key Performance Indicator*
3.1.1 Percentage of courses with two course-level SLOs and ongoing cycle of evaluation and improvement with wide reporting of results. Benchmark: 100%

*Process Objective*
3.1.1 Analyze outcomes assessment results for student learning outcomes, course measurable objectives, and administrative unit objectives.
3.1.2 Customize outcomes assessment software for all campus units.
3.1.3 Develop training material for outcomes assessment, including best practices, mapping, and software.

*Outcome Objective*
3.1.1 Streamline outcomes assessment concepts and terminology.
3.1.2 Train faculty, staff, and administrators on outcomes assessment practices, mapping, and software.
3.1.3 Integrate outcomes processes in outcomes assessment software.

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*Strategic Objective (Outcomes Committee)*
3.2 Course-level SLOs will be mapped to GEOs, degrees and certificates

*Key Performance Indicator*
3.2.1 Percentage of course-level SLOs that are mapped to GEOs, degrees and certificates. Benchmark: 100%

*Process Objective*
3.2.1 Analyze outcomes mapping documentation.
3.2.2 Customize outcomes assessment software for all campus units.
3.2.3 Develop training material for outcomes assessment, including best practices, mapping, and software.

*Outcome Objective*
3.2.1 Streamline outcomes assessment concepts and terminology.
3.2.2 Train faculty, staff, and administrators on outcomes assessment practices, mapping, and software.
3.2.3 Integrate outcomes processes in outcomes assessment software.

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*Strategic Objective (Outcomes Committee)*
3.3 Active degrees and certificates will have at least one degree/certificate level SLO and an ongoing cycle of evaluation and improvement with wide reporting of results

*Key Performance Indicator*
3.3.1 Percentage of active degrees and certificates with at least one degree/certificate level SLO and an ongoing cycle of evaluation and improvement with wide reporting of results. Benchmark: 100%

*Process Objective*
3.3.1 Implement mapping of Program Learning Outcomes to Institutional Learning Outcomes using the appropriate mapping tool.

*Outcome Objective*
3.3.1 Streamline outcomes assessment concepts and terminology.
3.3.2 Train faculty, staff, and administrators on outcomes mapping processes.
3.3.3 Integrate outcomes processes in outcomes assessment software.

*Strategic Objective (Outcomes Committee)*
3.4 Student learning and support activities will have defined SLOs and an ongoing cycle of evaluation and improvement with wide reporting of results

*Key Performance Indicator*
3.4.1 Percentage of student learning and support activities with defined SLOs and an ongoing cycle of evaluation and improvement with wide reporting of results.

*Process Objective*
3.4.1 Analyze outcomes assessment results for student learning outcomes, course measurable objectives, and administrative unit objectives.
3.4.2 Customize outcomes assessment software for all campus units.
3.4.3 Develop training material for outcomes assessment, including best practices, mapping, and software.

*Outcome Objective*
3.4.1 Increase documentation of student learning and support activities through outcomes assessment software specifically with Institutional Level Outcomes (ILOS) and Program Level Outcomes (PLOs).
3.4.2 Implement campuswide feedback for the updated version of outcomes assessment software.
3.4.3 Train faculty, staff, and administrators on outcomes assessment software and outcomes mapping processes.

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*Strategic Objective (Outcomes Committee)*
3.5 Widespread dialogue takes place about assessment results and identification of gaps, such dialog leading to aligning institution-wide practices and allocation of resources to support and improve student learning

*Key Performance Indicator*
3.5.1 Narrative documentation of above dialog, alignment, and allocation of resources

*Process Objective*
3.5.1 Develop training material for outcomes assessment, including best practices, mapping, and software.

*Outcome Objective*
3.5.1 Train faculty, staff, and administrators on outcomes assessment practices, mapping, and software.