



Outcomes Assessment Work Group

AGENDA

Nov. 1, 2013

12:30-2:30pm

Ansel Adams, Rm 206

View the agenda and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

- I. APPROVAL OF MINUTES OCT. 4, 2013

- II. CONSENT AGENDA (CLOS previously withdrawn for revisions and Recent Curriculum Approved Courses from the Sept. 10, Oct. 8, and Oct. 22, 2013

Courses Currently in Process of Review

- SPCOM 100 – Fundamentals of Public Speaking
- SPCOM 101 – Voice and Articulation
- SPCOM 102 – Introduction to Human Communication
- SPCOM 103 – Interpersonal Communication
- SPCOM 104 – Argumentation
- SPCOM 105 – Intercollegiate Forensics
- SPCOM 106 – Group and Organizational Communication
- SPCOM 107 – Introduction to Debate
- SPCOM 110 – Persuasion
- SPCOM 120 – Oral Interpretation
- SPCOM 122/THETR 122 – Introduction to Reader’s Theatre
- SPCOM 123/THETR 123 – Storytelling
- SPCOM 124/THETR 124 – Advanced Readers’ Theatre
- SPCOM 125 – Forensics Interpretation Events
- SPCOM 130 – Intercultural Communication
- SPCOM 135 – Forensics Limited Preparation Events
- SPCOM 145/AGGE 145 – Parliamentary Procedure

Curriculum Approved Courses (from Sept. 10 Curriculum Committee meeting):

ADJU – 215: Introduction to Firearms

Upon satisfactory completion of this course, the student should be prepared to:

1. Explain the legal and moral aspects of firearms use.
2. Evaluate a fellow students safety procedures while loading, holstering, drawing, and unloading a handgun.
3. Assess the marksmanship of a fellow student.



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ENGL – 179: Introduction to Native American Literature, Mythology, and the Oral Tradition

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze and explain the literary, historical, and cultural significance of important works of Native American literature, mythology, and the oral tradition.
2. Identify and define literary techniques relevant to the study of Native American literature, mythology, and the oral tradition;
3. Describe genres, periods, and themes relevant to the study of Native American literature, mythology, and the oral tradition

FREN – 101: French 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Conduct simple conversations in French, demonstrating listening comprehension skills and knowledge of elementary grammatical concepts and vocabulary at the beginner level and as shown by written, oral, and aural exams;
2. Read texts in the target language (simplified as well as authentic);
3. Write dialogs, short paragraphs, and simple correspondence.

PE – 120: Sports and Society

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify the interplay between sports and a variety of sociological concepts such as politics, religion, class, race, and gender.
2. Examine the deviance of athletes in professional sports versus collegiate sports.
3. Evaluate and articulate the role, effect, and function of sports in modern society.



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SOCIO – 125: Sociology of the Family

Upon satisfactory completion of this course, the student should be prepared to:

1. Understand the processes that lead to successful coupling and family relationships and those variables that impede the ability of individuals to shape satisfactory family relationships.
2. Critically analyze topics related to intimate relationships and family life.

Curriculum Approved Courses (from Oct. 8 Curriculum Committee meeting):

ADJU – 216: Advanced Firearms and Range Application

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate basic firearm shooting principles including stance, grip, breath control, sight alignment, trigger control, and follow-through
2. Analyze and clear pistol stoppages/malfunctions using procedures identified in this course.
3. Demonstrate the disassembly, assembly and maintenance procedures of a semi-automatic pistol.
4. Demonstrate marksmanship ability with the pistol.

BUSAD – 200: Spreadsheet Skills for Financial Accounting

Upon satisfactory completion of this course, the student should be prepared to:

1. Construct complex spreadsheet formulas and functions to build effective accounting spreadsheets from start to finish.
2. Format spreadsheets to enhance visualization, readability and presentation including charts and graphs.
3. Design user-friendly spreadsheet templates to collect and communicate accurate and useful accounting information.



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BUSAD – 201: Financial Accounting

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze and record accounting transactions and complete a full accounting cycle.
2. Identify and assess ethical issues related to financial accounting and reporting.
3. Analyze financial information to evaluate the financial health of a business.

BUSAD – 202: Managerial Accounting

Upon satisfactory completion of this course, the student should be prepared to:

1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.
2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.
3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.

BUSAD – 203: Computer Accounting

Upon satisfactory completion of this course, the student should be prepared to:

1. Apply knowledge to generate a computerized accounting system using a variety of current accounting software programs.
2. Understand and establish aspects of the accounting cycle to include accounts receivable, accounts payable, job costing and payroll utilizing a variety of current accounting software programs.
3. Evaluate, compare and contrast available features in a variety of current accounting software programs.



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BUSAD – 210: Business Communication

Upon satisfactory completion of this course, the student should be prepared to:

1. Prepare and write a personal resume and cover letter that lists education, work experience, personal references, and other topics unique to each student.
2. Compose and format business documents using specific style guidelines.
3. Research, organize, and develop an informative or investigative report that reaches conclusions or makes recommendations.
4. Demonstrate reasoning and creativity within a wide spectrum of business communication.

BUSAD – 230: Personal Finance

Upon satisfactory completion of this course, the student should be prepared to:

1. Assess personal and financial opportunity costs associated with financial decisions.
2. Identify strategies for achieving personal financial goals for different life situations.
3. Create a personal financial plan.

BUSAD – 240: Principles of Management

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify the qualities and personal characteristics of an effective manager.
2. Identify and define the 4 principal managerial tasks
3. Identify the ethical implications of management decisions upon relevant stakeholders.

BUSAD – 245: Principles of Marketing

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze, formulate and interpret situations through projects applying the principles and concepts of marketing and consumer behavior.
2. Create a simple marketing plan.



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3. Demonstrate the application of ethics in marketing.

BUSAD – 274: Human Resources Management

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze the fundamental principles of a quality or successful organization.
2. Describe the goals of human resource management.
3. Analyze procedures and develop improved methods of personnel structures.

BUSAD – 300: Machine Calculation

Upon satisfactory completion of this course, the student should be prepared to:

1. Operate the 10-key electronic desk calculator rapidly and accurately by touch.
2. Analyze and interpret basic problems to be completed correctly on the electronic desk calculator.

BUSAD – 310: Bookkeeping 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Determine and apply generally accepted accounting principles relating to bookkeeping.
2. Analyze financial transactions through the accounting equation. Identify business documents used in processing accounting data.

CLDDV – 111: Health, Safety, and Nutrition

Upon satisfactory completion of this course, the student should be prepared to:

1. assess strategies to maximize the mental and physical health of children and adults in programs for all young children in accordance with culturally, linguistic, and developmentally sound practice.



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CMPGR – 215: Business Presentation Graphics

Upon satisfactory completion of this course, the student should be prepared to:

1. Focus on the verbal content and readability when creating an electronic presentation.
2. Demonstrate the ability to utilize visual aids that support and reinforce the content of a presentation.

CMPGR – 252: Desktop Publishing for Computer Graphics

Upon satisfactory completion of this course, the student should be prepared to:

1. Apply the fundamental concepts of visual communication to page layout's basic elements.
2. Employ standard digital tools, such as color and typographic controls.

GEOG – 104: California Geography

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe and demonstrate the geographical approach as it applies to regional studies.
2. Identify and describe the uniqueness of California in terms of culture, politics, history, economics, and the physical environment.
3. Propose appropriate activities and policies based upon geographical character of California.

SPAN – 101: Spanish 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Read texts in the target language (simplified as well as authentic);
2. Write dialogs, short paragraphs, and simple correspondence.
3. Conduct simple conversations in Spanish, demonstrating listening comprehension skills and knowledge of elementary grammatical concepts and vocabulary at the beginner level and as shown by written, oral, and aural exams.



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SPAN – 102: Spanish 2

Upon satisfactory completion of this course, the student should be prepared to:

1. Read and discuss texts in Spanish (simplified as well as authentic);
2. Write descriptive paragraphs and correspondence in form of personal letters.
3. Conduct conversations in Spanish with some fluency and accuracy, demonstrating listening comprehension skills and knowledge of grammatical concepts and vocabulary at the high beginner level and as shown by written, oral, and aural exams;

Curriculum Approved Courses (from Oct. 22 Curriculum Committee meeting):

ART – 108: Ceramics 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate various surface decoration techniques on test cylinder objects.
2. Throw a six inch wide and four inch tall bowl on the wheel.
3. Throw a six inch tall and three inch wide, vertical walled cylinder on the wheel.

ART – 159: Mural Painting

Upon satisfactory completion of this course, the student should be prepared to:

1. Review the history of murals in the twentieth and twenty-first centuries.
2. Develop a design for a specific site on campus.
3. Complete work which will include community education, outreach, publicity, photo and/or video documentation and event coordination. This is a collaborative project that requires a closely coordinated learning community of advanced students.
4. Complete a site specific mural on campus.



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ART – 160: Appreciation of Art

Upon satisfactory completion of this course, the student should be prepared to:

1. List and define the proper art terms and vocabulary.
2. List and describe the elements of Art and principles of design.
3. List and describe the basic media used in two and three dimensional artwork.
4. Evaluate art work based on historical context and intent to the artist.

CMPGR – 217: Computer Illustration Software

Upon satisfactory completion of this course, the student should be prepared to:

1. Comprehend and apply the techniques used to create and modify art work using a vector-based program.
2. Apply elements of Illustrator skillfully in order to incorporate type in drawing images pulled and sent back to author

EHS – 235: Plant Propagation/Production X-LISTED WITH PLSC 250

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe the principles of plant reproduction as they relate to environment, plant physiology, and after care.
2. Explain the effect of temperature, water, humidity and fertility on plant growth.

PLSC – 250: Plant Nutrition and Fertilizer X-LISTED WITH EHS 235

Upon satisfactory completion of this course, the student should be prepared to:

1. Design and implement a nutrient program for an individual crop.
2. Identify deficiency symptoms and design a nutrient program to correct the problem.



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ENGL – 50: Basic Composition and Reading

Upon satisfactory completion of this course, the student should be prepared to:

1. Write coherent essays controlled by a clear thesis and organized in a sequence that contributes to clarity and helps fulfill the purpose of the writing.
2. Use diction appropriate to the purpose of the writing (e.g., technical, formal, informal, slang, etc.) and write essays that are clearly proofread and edited for correct spelling, grammar, and punctuation.
3. Articulate the main idea (or thesis) of a reading selection, or the main unifying theme, perception, or impression in narrative and descriptive writing.
4. Make and support reasonable inferences about the attitudes and thoughts of a writer based on evidence supplied in a reading selection.

MATH – 89: Intermediate Algebra Essentials

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze and solve level appropriate problems that may include: multivariate systems, functions and relations, and applications problems including the above.
2. Effectively communicate, using appropriate mathematical notation, processes and strategies in solving level appropriate problems that may include: multivariate systems, functions and relations, and application problems including the above.

MUSC – 111: Recording Arts 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Solve practical lab exercises involving basic elements of the recording process.
2. Identify elements of sound and acoustics.
3. Demonstrate the ability to select and correctly place microphones for sound capture.
4. Record, mix and master an acoustic music group with multiple tracks and



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microphones, burn it to a CD and present it in class.

PEM – 141XA: Advanced Touch Football

Upon satisfactory completion of this course, the student should be prepared to:

1. Select and demonstrate sport specific skills and strategies necessary to compete in advanced level football competitions.
2. Demonstrate improvement in fitness levels and skill sets required to participate at an advanced level of competition.

PHILO – 105: Reasoning

Upon satisfactory completion of this course, the student should be prepared to:

1. understand the importance of thinking critically in everyday life, to define and recognize in application major argument patterns and their components, and to analyze and clearly articulate the structure and meanings of various common types of argument. Students will also be able to define and identify the appearance of illegitimate rhetorical devices as they appear in arguments, apply the fundamental concepts and techniques of both deductive and inductive logic to the evaluation of arguments, and finally, students will be able to construct logically effective arguments in a variety of situations.

SPAN – 109: Spanish for Spanish Speakers 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Read, comprehend, and analyze authentic texts in Spanish in a variety of genres.
2. Write short reports and essays that display effective organization and coherence, command of grammatical structures, and minimal orthographic errors.
3. Employ diverse vocabulary and a variety of grammatical structures contrasting between formal and informal social contexts in oral and written communication.



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SPAN – 110: Spanish for Spanish Speakers 2

Upon satisfactory completion of this course, the student should be prepared to:

1. Differentiate between standard and non-standard registers and adapt language to formal settings and contexts in written communication.
2. Analyze and discuss, orally, authentic texts in a variety of genres in Spanish with an increased command of the standard register.
3. Write responses in Spanish with an improved application of grammar, organization, clarity, orthography and register.

THETR – 100: Introduction to Theatre Arts

Upon satisfactory completion of this course, the student should be prepared to:

1. Define the specific function of actor, director, playwright, designer, producer, technicians, audience and crew.
2. Identify the elements of the major genres of theatre.
3. Use basic theatre terminology in written performance critiques.

THETR – 190: Theatre Production Workshop

Upon satisfactory completion of this course, the student should be prepared to:

1. Execution of assignment responsibilities in technical rehearsals, during production, run, and strike.
2. Demonstrate proficiency in the skills required for a technical theatre crew.
3. Demonstrate and employ basic skills to address the technical demands of a theatrical production.

THETR – 196: Stage Management

Upon satisfactory completion of this course, the student should be prepared to:

1. List and define the functions and duties of a stage manager.
2. List and discuss the steps and activities required to produce a successful theatrical production.
3. Demonstrate the ability to organize the necessary paperwork and schedule to prepare and run rehearsals and performances.



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III. NEW BUSINESS: (CLO Updates)

ART – 125: Color and 3-D Foundation Design

Upon satisfactory completion of this course, the student should be prepared to:

1. apply the technical method of subtraction for creating three-dimensional forms.
2. demonstrate an understanding of creating a physical and visual depth in solving a design related problem.
3. demonstrate how to twist, bend, and solder wire to capture and integrate space in a unified form.

EHS – 215: Landscape Design

Upon satisfactory completion of this course, the student should be prepared to:

Create and present original landscape designs designed to apply the design process to solving real-life landscape design problems.

EMS 350: First Responder with Healthcare Provider CPR

Upon satisfactory completion of this course, the student should be prepared to:

1. Formulate the appropriate and accurate patient assessment techniques by consistently performing each step in consecutive order.
2. Compare proper terminology and anatomical reference in charting and records relating to patient care through the use of such terminology on written tests and during the execution of mock scenarios.



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ENGL – 101: Composition and Reading

Upon satisfactory completion of this course, the student should be prepared to:

1. Read and think critically;
2. Select credible sources;
3. Legitimately use scholarly sources by A) summarizing, paraphrasing, quoting, and documenting according to MLA conventions, B) integrating source ideas with their own ideas, and C) avoiding plagiarism;
4. Write papers that demonstrate competent control over written language, academic form, style, and tone.

NR – 200: Soils

Upon satisfactory completion of this course, the student should be prepared to:

1. Determine and analyze how one would use the findings of the following to manage the soils they live on or work on: textures (two methods), use of texture triangle, bulk density, particle density, pore space, organic content, color, pH, structure, conductivity, and reactivity.
2. Discuss local soil quality as it affects human and natural activities.

PEC – 190XA: Advanced Water Polo

Upon satisfactory completion of this course, the student should be prepared to:

1. Acquire the knowledge of advanced skills, and strategies for successful participation in water polo.
2. Evaluate the offense time management strategies during a game situation.

PHILO – 135: Environmental Ethics

Upon satisfactory completion of this course, the student should be prepared to:

1. Gain critical thinking skills in philosophical discourse in preparation for upper division coursework for a bachelor's degree.
2. Recognize and think clearly about some of the divergent issues, concepts, and methods used in environmental ethics and philosophy.



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PHYS – 101: General Physics: Mechanics

Upon satisfactory completion of this course, the student should be prepared to:

1. verify physical principles in classical mechanics through measurement and experimentation.
2. state and apply fundamental mechanical principles in order to explain phenomena in our everyday world (emphasis will be placed upon relevant phenomena in the field of engineering).
3. solve problems and predict outcomes for moving objects through applications of kinematics, Newton's laws of motion and conservation laws (algebraic, trigonometric and calculus-based principles will be utilized in the process).
4. use the scientific method to collect and analyze data for moving objects.

READ – 184: Critical Reading

Upon satisfactory completion of this course, the student should be prepared to:

1. Interpret paragraphs for unstated content such as contextual information, patterns of organization, and implied concepts and/or arguments in level-appropriate readings.
2. Utilize contextual information to determine the definitions of unfamiliar, level-appropriate words.

IV. DISCUSSION ITEMS

1. 5 Year Assessment Cycle Scheduling
2. Spring 2013 Outstanding Assessments
3. Accreditation
4. PLO Assessment and Quantitative Data Uploading
5. Nursing PLOs

Next Meeting: Dec. 6, 2013