

APPROVED MINUTES

Sept. 6, 2013

12:30 – 2:30 pm

Ansel Adams Room 206

View the agenda and attachments at:

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

Members Present: B. Bailey, J. Dorn, J. Todd, L. Dorn, G. Wray, K. Ennis, M. Motroni, N. Gopal, P. Muncy, B. Sanders, W. Kaiser

Members Absent: A. Schnoor, C. Hudelson-Putnam, C. Mullins, C. Llewellyn, F. Carter, H. Townsend, L. Manzo, L. Borelli, M. Robles, M. Sundquist, P. Bettencourt, R. Serros, S. Collins, S. Miller

Others Present: Kathy Haskin

I. APPROVAL OF MINUTES Aug. 20, 2013

M/S/C (G. Wray, L. Dorn) to approve the Aug. 20, 2013 minutes.

11 Ayes

0 opposed

0 abstentions

II. DISCUSSION AND ACTION ITEMS

1. OAW Chair Position

J. Todd mentioned a position will be announced today for the Outcomes Assessment Chair. J. Todd is looking for someone to share the position and possibly take the position over. Hopefully an application will be received by next Friday.

A motion needs to be made that amends the membership to read the SLO coordinator does not have to be the OAW chair.

M/S/C (P. Dorn, W. Kaiser) move to amend the membership to read the SLO coordinator does not have to be the OAW chair.

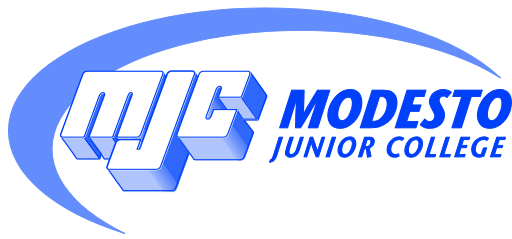
11 Ayes

0 opposed

0 abstentions

This position will be a Senate approved position.

2. SLO and Assessment Handbook/Website Update



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J. Todd has been working with Joshua Sigman (Web Developer) to revise the website.

J. Todd went to the website to show where Learning Outcomes, Institutional Learning Outcomes, General Education Learning Outcomes and Support Services Learning Outcomes are located. PLOs and CLOs can be found in both Pirates Net and CurricUnet. The cycle that was approved previously and the discussion of the five year plan has been uploaded along with the Student Services Schedules. If looking for a discipline it takes you over to the Assessment Workgroup site, the Sharepoint Site. The Workgroup Charge is available and the minutes, agendas and the membership have been uploaded.

A Welcome Letter for Faculty about how to use the site is forthcoming. The Outcomes Handbook is up, not entirely correct, but it is still being worked on.

It was discussed that the manual has more info than the website does. The approval streams might need to be modified more and made easier. J. Todd mentioned there wasn't going to be an extra button for Dean's approval for CLOs. When the button is hit it's understood you or an Outcomes Assessment Workgroup member looked at the CLOs. No OAW rep needs to be in the approval streamline. If a problem is found, then email your rep.

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

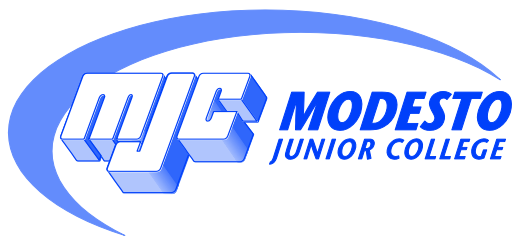
3. PLO Assessment/Discipline Matrix Updates

J. Todd handed out the Discipline Matrix updates. He briefly went over the matrixes. It was discussed that instead of having faculty input the X's, X's would be marked on the hard copies and returned to J. Todd for input. A deadline of two weeks, Sept. 20, 2013, was given to return the marked hard copies. He would like it up when Accreditation comes and have it correct.

Make sure assessments are being done. When matrixes are being reviewed and found they were scheduled for spring, send an email, make sure assessments are entered in CurricUnet and CLO's are pushed through.

4. Goals for the Workgroup

The goal for this semester is for the Workgroup to visit every department and talk to them about how this system works. The relationships between CLOs, GELOs, and PLOs need to be looked at. J. Todd mentioned the manual has the way PLOs and CLOs need to be written.



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J. Todd went over the processes of how PLOs will be updated once approved by Curriculum and input into the catalog. At that time a list of what is approved can be obtained.

When the manual is shown to people, show this sentence “PLOs should be written in ways that strategically correspond to Course Learning Outcomes: the data from CLOs should quantitatively as well as qualitatively inform PLOs.” This data isn’t for us to effectively know everything about every student, it’s about us looking at our programs and asking where can improvements be made.

All PLOs and CLOs will be reviewed, and faculty will know what the process is. They should be able to write a PLO effectively.

J. Todd will email periodically to check in with the Workgroup, especially after the Oct. 4th meeting, to find out the status and how things are going. Some groups that thought they were assessing don’t need to assess this semester. Other groups who thought they were taking off this semester are assessing and doing PLO assessments. J. Todd will contact those groups and inform them they will be assessing and doing PLO assessments and will CC the Deans and reps.

5. Assessment Day Recap

Assessment Day was a success. There was a great meeting and about 10 people showed up for the late afternoon (tutoring) workgroup. Some changed their CLOs, had immediate approval and were changed right on the spot.

6. PLO-GELO Pilots for Improved Program Review

There was also the Pilot Discussion on Assessment Day. Those pilots will be done by the end of the month so they can be discussed on Oct. 4 and we will have succeeded in completing all our Pilot Assessments which will be in our report for Accreditation.

N. Gopal wrote a good GELO Report which will be going into Archive for Accreditation and will be the first thing shown in our Pilots.



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J. Todd suggested using this process to revise, look at PLOs and CLOs and get them done. We can get those in, updated and can start using them.

7. PLO-GELO Pilots for Improved Program Review

J. Todd handed out papers that are the result of the 1st run-thru on issues between CurricUnet and PiratesNet. Every page is a Word document and report, for example, ADJU 145 – J. Todd pointed out the difference between what's in CurricUnet and what's in PiratesNet. It was discovered that a report issued by CurricUnet was incorrect, so there will be further paring down and by the next meeting, a stack of papers will be given for each division. Each one will be reviewed and either CurricUnet or PiratesNet will be circled, whichever is the correct one, given back to J. Todd and will be reconciled this semester. By the end of the semester, the goal is to have PiratesNet and CurricUnet synced, linked and perfect. This should help when there is a conversation with different departments about what you have, what is needed, and what needs to change.

J. Todd will give papers back in October, and possibly by October the correct spreadsheet can be up with all the CLOs and be able to be circulated.

B. Sanders mentioned in terms of process, he is concerned about that information being presented direct to the faculty. All they should care about is the statements on the top right, that they had control over. If they made the top ones right in the last year and those have never been changed in PiratesNet, that's not their problem, and they have no control over it. It will cause angst and frustration to faculty if they can't find their CLOs; thinking they haven't been done yet. They did their part; we haven't done the Administrative side. As soon as the new report comes out, that's the report to use and let them know this is what we think is their most current CLO statement.

We'll see what we have when the new report comes out.

8. Next Meeting: October 4, 2013