



**OUTCOMES ASSESSMENT WORK GROUP
APPROVED MINUTES OCTOBER 30, 2012**

Dr. James E. Todd, *MJC Assessment Coordinator/Chair*
Brian Sanders, *MJC Assessment Work Group Co-Chair*

MEMBERS PRESENT: Lorena Dorn, Antoinette Herrera, Beth Bailey, James Todd, Letitia Miller, Kathleen Ennis, Brian Sanders, Pedro Mendez, James Todd

MEMBERS ABSENT: Kamran Payvar, Teryl Ward, Bonnie J. Hunt, John Sola, Sonny Gumm, David Baggett, Gerald Wray

GUESTS PRESENT: Heather Townsend, Recorder

I. REVIEW OF MINUTES:

The Outcomes Assessment Workgroup members approved the September 28, 2012 and October 9, 2012 meeting minutes.

M/S/C (Letitia Miller, Kathleen Ennis) to approve the minutes.

II. COURSE LEARNING OUTCOMES/CURRICUNET UPDATE:

James informed work group members that we are a little behind on the approval stream in CNET. James discussed the process and different levels of approval within the CurricUNET database system. Letitia Miller stated that there are issues with the approval stream when the course reaches the Instruction Office 2 section. James explained that his review of course learning outcomes should take approximately a week to finish. Once he has completed his part, he will send an email out to work group members with an update.

Kathleen Ennis explained her position as a Curriculum and Outcomes Assessment Work Group member. She said that she has offered to be the “watchdog” to look at each course learning outcome for every course that comes to the Curriculum Committee. James alerted Kathleen that there is a back-log of courses since September that need to be looked at.

Letitia Miller explained that her job is to take curriculum changes and update Datatel. Letitia also explained the Curriculum Committee’s layout for the Agenda. The work group discussed the Outcomes Assessment agenda. It was decided that the next Outcomes Assessment Work Group agenda will have the list of courses sent to CurricUNET for course learning outcome approval by the Outcomes Assessment Work Group members at the next scheduled meeting.

III. ASSESSMENT DAY PLANNING:

James Todd mentioned that the spring Outcomes Assessment Day is fast approaching. James asked meeting members to be aware of the upcoming day. The work group



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members discussed the possibility of having the spring Outcomes Assessment Day on a Friday afternoon.

IV. ASSESSMENT CALENDAR CYCLE:

The work group discussed the assessment calendar cycle. James mentioned that the cycle should follow the curriculum plan. James stated that the plan will be a total of four years of assessment with two semesters of course learning and program outcomes assessment. James asked that the meeting members think about the proposed cycle. The cycle will be discussed at the next Outcomes Assessment Work Group meeting. The proposed cycle has been sent to the AIE Committee for approval

V. ASSESSMENT REPORT TO ACCJC:

The 2012 College Status Report on Student Learning Outcomes Implementation to ACCJC was submitted on October 15, 2012. A copy of the finalized report was provided to all work group members.

VI. CONCLUSION:

The next Outcomes Assessment Workgroup meeting is scheduled for November 13, 2012 from 2:30 am to 4:00 pm in SDS 203. James said that the Comprehensive Report and course learning outcomes will be discussed at the next meeting.