



**OUTCOMES ASSESSMENT WORKGROUP
APPROVED MINUTES SEPTEMBER 7, 2012**

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

MEMBERS PRESENT: James Todd, Gerald Wray, Beth Bailey, Milan Motroni, Kathleen Ennis, Heather Townsend (Recorder), Bonnie Hunt, Lorena Dorn, Chad Redwing, David Baggett, Antoinette Herrera, Brian Sanders

MEMBERS ABSENT: Kamran Payvar, Teryl Ward, Letitia Miller, John Sola, Pedro Mendez, Sonny Gumm

I. REVIEW OF MINUTES:

The Outcomes Assessment Workgroup members approved the August 9, 2012 minutes.

M/S/C (Beth Bailey, Kathleen Ennis) to approve the Outcomes Assessment Workgroup August 9, 2012 Minutes.

II. ANNOUNCEMENTS:

James informed the workgroup members of the upcoming forum that will be held on Tuesday, September 11, 2012. The president is asking for feedback on the proposed change on the college governance structure.

James announced that the funding for the proposed faculty vice-chair of the Outcomes Assessment Workgroup (OAW) is no longer available. The Outcomes Assessment Coordinator was originally supposed to receive 40% in re-assign time. It was approved by the Accreditation/Institutional Effectiveness Committee that James could give 10% of his re-assign time to a proposed vice-chair. The Outcomes Assessment Coordinator position requires much more than even 40% re-assign time and for this reason, James has decided to withdraw that proposal for a vice-chair position.

James has announced that Pedro Mendez, current workgroup co-chair, has taken on more work in his position as dean. For this reason, Brian Sanders has been asked by President Jill Stearns to fill-in as his replacement on the Outcomes Assessment Workgroup as the Outcomes Assessment Workgroup Co-Chair.

III. OUTCOMES ASSESSMENT DAY FOLLOW-UP:

James discussed the files that were turned in from Outcomes Assessment Day 2012. James said that the purpose of Outcomes Assessment Day was not to check a box but to close the loop on assessment. James informed the group that most files were completed on August 24, 2012 but a few are still in need of completion. The workgroup members reviewed an excel sheet that was distributed. The excel sheet outlined every file (160 total) that was reviewed and/or completed on Outcomes Assessment Day. It was discussed that out of the 160 files, 20 were incomplete. The workgroup discussed the incomplete files. The incomplete files were given back to the faculty representative for



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follow-up and/or completion. James explained that all of the files need to be turned back in to Heather Townsend in the Instruction Office on or before September 14, 2012. James explained that on September 14, 2012, we will have assessed 100% of our programs that are listed in the 2012-2013 MJC Catalog.

The workgroup discussed the program learning outcomes for all degrees/certificates listed within the MJC 2012-2013 Catalog and electronic catalog addendum. Heather Townsend, recorder, mentioned that Modesto Junior College previously had only 96% of all program learning outcomes established and listed in the 2012-2013 MJC Catalog. One of the many purposes of Outcomes Assessment Day was to also become 100% proficient in establishing all of MJC’s PLOs. Heather said that on Outcomes Assessment Day those programs that were missing PLOs were developed and forwarded on to the Curriculum Committee for approval at their September 11, 2012 meeting.




James explained the follow-up process to the Assessment Day files. James said that the completed files will be scanned and sent back to their division deans for follow-up. Many programs revised their course learning and program learning outcomes on Assessment Day. James explained that the division Dean needs to be aware of these changes so that the faculty can make the recommended changes in CurricUNET and with the Curriculum Committee. James plans to send an email to the deans shortly.

Brian Sanders stated that a course learning outcomes proposal in CurricUNET is being established. Brian explained the process in CurricUNET and asked the workgroup members for their suggestions on the process. Beth Bailey explained that the workgroup needs training on CurricUNET. Brian said that training for the workgroup will be established soon.

IV. ASSESSMENT CALENDAR CYCLE:

The workgroup discussed the assessment calendar cycle. Brian suggested that the workgroup recommend a cycle similar to that of the Curriculum Committee matrix. Brian explained that curriculum is on a 5 year cycle for review. Brian proposed to take the same collection as curriculum and back it up one year. James asked if the workgroup could come up with a calendar to propose. The following was discussed and proposed by the workgroup:

Four Year Cycle

Year One 	Year Two 	Year Three 	Year Four
Assessment Summary and	Curriculum Revisions and	Secondary Assessment	Program Review “Major”



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Program Review Update	Program Review Update	Summary and Program Review Update	And Curriculum Review of CTE Programs (fourth year do a curriculum review)
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V. **CONCLUSION:**

The next Outcomes Assessment Workgroup meeting is scheduled for September 28, 2012 from 9:30 am to 1:00 pm in Yosemite 213.