



**OUTCOMES ASSESSMENT WORKGROUP  
APPROVED MINUTES SEPTEMBER 28, 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, Chad Redwing, Antoinette Herrera, Brian Sanders, Pedro Mendez

**I. REVIEW OF MINUTES:**

The Outcomes Assessment Workgroup members approved the September 7, 2012 minutes.

***M/S/C (Gerald Wray, Beth Bailey) to approve the Outcomes Assessment Workgroup September 7, 2012 Minutes.***

**II. CONTINUING BUSINESS**

The OAW discussed the first full cycle of reviewing CLOs and began compiling data and narratives for the upcoming 2012 Comprehensive Report. James reported that the OAW can submit a copy of the report to the YCCD Board for their October 10 meeting, and he would get it on the agenda.

James and Pedro discussed that data for the comprehensive report was already generated by Outcomes Assessment Day. Some courses were not assessed in the first cycle due to budget constraints and inability to offer them; the final reasons why courses may not have been assessed will be included in the report, along with the data on our 100% assessment of programs active going into 2013.

James discussed that a good portion of our comprehensive report would discuss our processes at the college for outcomes assessment and program improvement. After further group discussion, it was determined that the report would also include the following recommendations:

- College-wide Outcomes Assessment Day happen twice this academic year and beyond. This day would be dedicated to having dialogue that would facilitate better student learning and course/program refinement. The day should help connect student learning with budget process, college planning and overall program improvement.

The group discussed that faculty feedback, Assessment Day data, and ACCJC input suggest that reviewing only once in four years provides insufficient information for program improvement. The OAW recommended that the college establish a 5-year cycle



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of outcomes assessment aligned with the extant 5-year cycle of curriculum review. Additionally, Program Review should align with this current curriculum cycle in a reasonable manner. The OAW recommended that each unit submit a plan to the Outcomes Assessment Workgroup for assessing their CLOs and PLOs following these best practices: (a) all CLOs should be reviewed twice within the five-year period; or (b) all PLOs should be reviewed twice within the five-year period. In order to provide meaningful results, and comply with ACCJC best practice recommendations, the OAW recommended that a general college pattern of outcomes assessment would be: assess all CLOs once over the first 4 semesters, assess PLOs during the fifth semester, assess all CLOs a second time over semesters six to nine, and assess PLOs during the tenth semester.

OAW recommended that Outcomes Assessment Data *not* be reported in the form of “how many students passed the assessment that passed the class.” Instead, Outcomes Assessment Data should report “how many students passed the assessment at the time it was given,” thereby allowing faculty more flexibility in creating their own best practices in their respective areas. The current phrasing is:

How many students passed this course , across all sections, in the term of this assessment?

*Example response: 22 Students Passed*

Of the students who passed this course what percent have met this course learning outcomes?

*Example response: 66 %*

The OAW recommends that this question be changed to:

*Of the students who were assessed, what percent have met this course learning outcomes?*

OAW recommended that CurricUNET be officially recognized as housing the master copy of Learning Outcome Statements and all Learning Outcome Assessment Data/Results. The Outcomes Assessment Website will provide links to CurricUNET for faculty, and Datatel/PiratesNet will provide student and community access to course learning outcomes. When CLO and PLO statements are changed by faculty in CurricUNET, the CLOs and PLOs are sent to the OAW for approval. Once approved by the OAW, Datatel/PiratesNet will be modified administratively to reflect the approved



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changes. Faculty should include the currently approved CLO statements inside CurricUNET within their course syllabi.

The group discussed the potential of the website as a valuable tool, and recommended to that the website house all other institutional materials related to outcomes that CurricUNET did not store and make accessible.

III. **CONCLUSION:**

The next Outcomes Assessment Workgroup meeting is scheduled for October 9, 2012 from 4:30 pm to 5:30 pm in Yosemite (room TBA).