

**EL CAMINO COLLEGE MATHEMATICAL SCIENCES
DIVISION LEARNING OUTCOMES ASSESSMENT
COORDINATING COMMITTEE MEETING (DLOACC)**

April 26, 2016

Present: Susanne Bucher, Milan Georgevich, Zachary Marks, Matthew Mata, Jacquelyn Sims, Satish Singhal, Susan Taylor, Linda Ternes

SPRING 2016 SLO AND PLO REPORTS ARE DUE IN TRACDAT BY FRIDAY 9/16/16

Instructors can receive flex credit for entering their SLO data/reports during the workshops set up in the library basement throughout the semester.

Spring 2016 SLO and PLO reports are due in TracDat by 9/16/16.

SLO AND PLO TIMELINE UPDATES

The current SLO and PLO timeline is through fall 2017. An updated timeline will be provided in the beginning of the fall 2016 semester.

Each committee can set up their own timeline. S. Bucher suggested offsetting the deadlines with SLOs and PLOs by one semester. If committee members would like to make changes to the timeline, they should make sure every SLO for every course is assessed within that four-year cycle.

Inform S. Bucher by the third week of the fall semester of any changes to the fall 2016 timeline.

NEW FEATURES OF TRACDAT

The “flag” feature on TracDat is now working. When a red flag is shown next to an SLO, it indicates that the SLO is outstanding.

As of now, the flag feature does not work with follow-ups. As an alternative option, instructors can assign a follow-up to a specific person(s). When the follow-up is due, TracDat will send an automated email reminder to that person. It is important to enter in a due date because this is the date that the email reminder will be sent out. Instructors should make sure to check the last two boxes so TracDat emails the reminder to the assignee and CC’s the assigner.

The idea is to enter a follow-up within a year. This does not need to be a formal assessment. It can be an informal report to make sure the follow-up occurs within a year. The college would like all courses and SLOs looked at once a year instead of waiting until the course assessment

every four years. This will be done to improve the instruction of the course and help students become more successful.

Course coordinators should currently be reviewing and addressing the follow-ups from spring 2015.

The Humanities division will be looking at the subgroups of their students taking SLO assessments and gather background information of students that are not being successful. For now, this is still a work in progress and will be piloted with a few Humanities courses before going campus-wide. The hope is that this information will help determine what groups of students are struggling. TracDat is not currently set up to gather this data efficiently so it will go through Institutional Research.

DEAN'S REMARKS

Dean J. Sims emailed a reminder to all instructors assessing SLOs this semester informing them that she is tracking their participation and this information will be used in their evaluations.