Assessment of Learning Committee (ALC)
Monday, February 8, 2016
Admin 131 - 2:30pm to 4:00pm

SLO Coordinators: Russell Serr and Jenny Simon (Interim)

Recorder: Isabelle Peña

Attendees:

ECC – Linda Clowers
Compton Coordinator – Kendahl Radcliffe
Deans' Representatives – Elise Geraghty
Behavioral & Social Sciences – Janet Young
Fine Arts – Vince Palacios & Fariba Sadeghi-Tabrizi
Fine Arts Associate Dean – Walter Cox
Health Sciences & Athletics – Corey Stanbury
Humanities – Kevin Degnan

Industry & Technology – Sue Ellen Warren & Bruce Tran
Industry & Technology Assoc. Dean – Randal Davis
Mathematical Sciences – Susanne Bucher
Natural Sciences – T. Jim Noyes
Institutional Research & Planning (IRP) – Joshua Rosales
SCA – Robin Dreizler

Guest:
Jean Shankweiler, Vice President of Academic Affairs

MINUTES

Call to Order: Meeting was called to order at 2:35 p.m.

I.   **Approval of Minutes**
       Russell S. moved to approve the minutes for the 11/30/2015 ALC meeting; motion was seconded by Fariba S. Motion was carried.

II.   **Introductions**
       Introductions were made around the room since there are new members in the ALC this semester.

III.   **Reports**

       A.   Fall 2015 Assessments Due! – *Russell Serr*
             1.   We made a big jump in the numbers. Will send revised status reports tomorrow to the deans and facilitators. For now, the filter will be kept for Fall 2015 assessments

       B.   Follow-ups, Alignment Grids, and Spring 2016 Timeline Changes, etc. – *Russell Serr*
             1.   A couple of divisions have done well on the follow-ups. HSA has done well—their faculty do the follow-ups of assessments done a year ago when they enter their current assessments; Natural Sciences has been doing their follow-ups as well. Please remind faculty in your divisions to do their follow-ups; we want to close the loop on the action plans for those previous assessments.
             2.   Russell S. also sent out some revised alignment grids that include new courses that need alignments to PLOs and ILOs as well as timelines. He has gotten a few back already; it is imperative for the other divisions to return these revised alignments grids with the new course alignments to Russell S. and/or Isabelle P. so that the alignment grids on the ECC SLO website can be updated as soon as possible. Some faculty use the alignment grids on the website to

obtain the SLO statement that they are doing the assessment on and if the grids are incorrect, they won't know which statements need to be assessed.

3. Russell stated that the 3-week cancellations for Spring 2016 courses are also due. If they haven't already, the divisions need to provide Russell S. and/or Isabelle P. with the Spring 2016 3-week cancellations so Isabelle can adjust the timelines.

4. Isabelle P. also asked that Facilitators need to let their faculty know that they need to be mindful that they select the correct "Semester of Current Assessment" when entering their results in TracDat. This is a "pull-down" selection in TracDat and if the wrong semester is selected, the Assessment Status Report will indicate that an assessment has not been completed even if, in fact, it has. Bruce Tran asked if Facilitators have the authority to correct this kind of error; Isabelle P. stated "yes", Facilitators can make this change since they are more familiar with their division's assessments.

C. SAO Update – *Robin Dreizler (Handout)*
   1. Bad news: ECC SAO website is out of date. Most of the links on the website are the old Word documents/templates.
   2. Good news: Most of the programs are up-to-date with their assessments through Spring 2015. Now, they just need to be entered in TracDat. Assessment information is there; it's just not as easily available as he would like it to be.
   3. Robin D. discussed the handout that was distributed at the meeting. One side of the page shows the current SAO website; the other side of the page shows what the new, updated SAO web page is going to look like; the layout will be similar to the ECC SLO/PLO Assessment and Timelines web page.
   4. Robin stated that he has a new Administrative Assistant, Brian Hayden, who will be handling/ setting up the revised SAO web page.

IV. **Communication ILO Actions, "Writing Across the Curriculum" – SEP** – *Linda Clowers*

A. Met with Idania Reyes and Jason Suarez and in response to the Communication ILO assessment, we will move forward with "Writing Across the Curriculum" project. There will be a larger scale "Writing Across the Curriculum" program that will be implemented and that is under way; people will be meeting later this week to start working on that project. In the meantime, we will take a small piece of the project that has been proposed and implement that this semester within one of ECC's departments; since this is something that Jason Suarez has been working on for quite a while, he will pilot this within the History Department.

B. Focus will be on developing on a community of practice as Jason Suarez has described it; really focus on collective learning, shared passion, and regular interaction among faculty so they develop a community so this can be something that is ongoing and has continuity and purpose as well.
   1. Addressing "threshold concepts"—decoding the discipline of study for students and this is mainly going to be looked at in terms of how it does impact writing and writing across the curriculum. Some of the items that would be considered would be:
      a. What are some of the foundational concepts? Things that are discipline-specific and are really critical to students being able to write effectively in the discipline.
      b. Clarifying the language of the discipline; what are some of the terminology that is used in this discipline that has an impact on writing.
      c. Meta-communication; in certain disciplines, there might be a different tone, a different level of formality, different voice that needs to be assumed, etc.
      d. Helping students with general organization in writing; how to research; teaching students the concept of write, re-write, revise, re-write again.
   2. Facilitating student engagement—what are the different ways that, around writing, instructors can help facilitate student engagement. Some of the ideas are:

      a. Recognizing some of the non-cognitive factors—socio-cultural factors, etc.

      b. Leveraging technology—how can we "level the playing field" with technology; increasing access for students when it comes to writing, what are the resources, in terms of technology, that we make available to the students.

      c. Making oneself (faculty) more accessible as far as giving feedback in writing to students who might have challenges.

      d. Video conferencing technology (e.g. Zoom) to be able to get students more access to voice content, etc.

C. The plan is to get it started in the History Department this semester which will help identify what areas we want to focus on when it gets rolled out institution-wide. A question was asked when the outcome of this initial SEP implementation would be available to the faculty and when this project will be implemented institution-wide. Linda C. stated that the timeline hasn't been fully established as far as when the data would be fully analyzed; however, they will be looking at the data collection this semester (instructor surveys, student surveys, evaluating actual student work samples) and next semester will deal with the data analysis and what to do with that data. It will probably be a couple of semesters before it gets rolled out institution-wide.

V.   **Critical Thinking ILO [#1] Assessment** – *Jenny Simon*

A. Jenny S. has been working on developing a plan on how to address some of the issues that the participants brought up last semester. To summarize:

1. Coordinators recruited about 60 faculty across ECC & Compton who were invited to either attend the last ALC meeting of Fall 2015 or participate in a conference call orientation of this ILO assessment.

2. Sent out the link for the screen cast of the conference call (YouTube video) for those who missed the orientation at the ALC meeting or the conference call.

B. Jenny S. has been planning the lunch for April 8th; lunch will be served at 11:30 and meeting will start at noon. It will be a 2-hour meeting (12pm to 2pm).

1. Some instructors have told Jenny S. that they cannot make it to the luncheon meeting on April 8th due to schedule conflicts.

2. We originally scheduled to have the assessments done by the 10th week; however, a few participants let Jenny S. know that the most valid assessment for their course is the last one they do for the semester. So what Coordinators will have participants do is at least pilot the rubric—pick a half or a third of their class and use an assessment that may be similar to the final assessment (e.g. a shorter essay) and use the rubric on a pilot basis and bring some data to the luncheon meeting, even if only done with 15 students in the class. Once all the data gathered is combined together, we will be able to see a bigger picture.

3. No need to bring in student ID numbers. Once participant picks their sections they would like to use for the assessment, Institutional Research & Planning (IRP) will generate an Excel spreadsheet that the participant will use to enter their data into—this could be data from either the 10th week or the final data (at the end of the semester). ALC reps and Facilitators should encourage participants to assess more than one section, just to get more data. Jenny S. will need sections by the end of this week so she can forward them to IRP.

4. At this luncheon meeting, participants will be talking about preliminary data, share what they found with their pilot rubrics, and see what might come out of this assessment.

5. Final data analysis will be on Fall FLEX day.

C. Unlike the last time, with the Communication ILO assessment, where we started too late, we are starting early so that faculty is not taken by surprise; faculty participants have a "buy-in" because they are part of the assessment planning process.

D. For anyone who is interested in seeing the assessment results for the Communication ILO (#2), it is on the website. (http://www.elcamino.edu/academics/slo/corecompassess.asp)

VI. **Other discussion**

A. Goals for ALC for this semester – *Russell Serr*
   1. Every semester we have some goals that we set for the ALC.
      a. Communication ILO Actions – "Writing Across the Curriculum"
      b. Implement the Critical Thinking ILO Assessment Plan
      c. SLO/PLO Best Practices – Russell S. thinks this is better than doing the Norming Sessions.
   2. Robin D. stated that SAOs are sometimes referred to as Administrative Area Outcomes by ACCJC or some colleges.

B. Questions regarding Follow-ups:
   1. Fariba S. asked if Facilitators are responsible for checking the follow-ups and quality of follow-ups; Vince P. stated that a Follow-up is not a re-assessment; Vince P. stated that most of the Art faculty have problems with the Follow-up.
   2. Russell S. thinks that Actions should be substantial so that you can use as a justification for your program review and funding.
   3. Kendahl R. Stated that in Compton, their biggest problem is that most courses are taught by part-timers who may teach a course in one semester and not teach the next semester, so it is hard to get these Follow-ups and even the assessments done. Fariba S. shared that she uses an Excel spreadsheet that she uses in the Communications Department that she gives to part-time instructors to fill in and submit to her. Maybe this is something that the Compton campus can use.

C. Reminder that there is Facilitator meeting tomorrow at Library Basement.

D. Russell S. stated that the ALC meeting is a good place to bring any problems, concerns or questions that each division has or if there is something that works for them, this would be a good venue to share what works for that division.

VI. **Next meeting – March 7, 2016**

VII. **Adjournment:** Meeting was adjourned at 3:25 p.m.

Spring ALC Meetings	Facilitator Training Sessions	TracDat 101: Learn the Software Basics	Deadlines
Mondays, 2:30 to 4:00 pm Admin 131	Tuesdays 1:00 to 2:00 pm Library West Basement, Rm. 19	Library Basement West	Fall 2015 Assessments – February 8, 2016
		Wednesday, October 14, 2015, 3-4pm	
February 8 March 7 April 11 April 25	February 9 March 8 April 12 April 26	Wednesday, October 18, 3-4pm	
		"Working" Workshop: Entering SLO Assessments in TracDat Library Basement West	
		Wednesday, December 2, 2015, 3-4pm Tuesday, December 8, 2015, 1-2pm Wednesday, December 9, 2015, 3-4pm	

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Attachment: SAO web page content (Handout)

Service Area Outcomes (SAO) Statements and Reports

Use the links on this webpage to view Service Area Outcomes (SAO) statements, reports, and other materials for the programs listed below.

CalWORKs – www.elcamino.edu/commadv/calworks/sao.asp

Career Services – www.elcamino.edu/studentservices/co/careerservices.asp

Community Education – www.elcamino.edu/commadv/communityed/index.asp

Counseling - Student Enhancement Program – www.elcamino.edu/studentservices/co/sep.asp

EOPS – www.elcamino.edu/studentservices/eops/sao.asp

Financial Aid – www.elcamino.edu/studentservices/fao/sao.asp

Foster and Kinship Education – www.elcamino.edu/studentservices/student-support-services/fostercare/saos.asp

First Year Experience – www.elcamino.edu/studentservices/fye/FYE_SLO.asp

Institutional Research & Planning – www.elcamino.edu/administration/ir/sao.asp

Library – www.elcamino.edu/library/

Outreach and School Relations – www.elcamino.edu/studentservices/outreach/outreachslo.asp

Public Relations & Marketing – www.elcamino.edu/administration/publicrelations

Special Resource Center – www.elcamino.edu/academics/src/

Student Development – www.elcamino.edu/studentservices/activities/sdo_sao.asp

Testing/Assessment – www.elcamino.edu/studentservices/assessmenttesting/

Admissions, Evaluations, Records, ISP, Transfer Center, and Veteran's Services – Not available at this time.

SLO Homepage

Assessment Reports and Current Information

Assessment Process Overview

Assessment Information for Students

SLO Coordinators Reports

SLO Video Presentation

PLO and SLO Statements, Alignment Grids & Timelines

Assessment Reports & Follow-Up Actions

ACCJC SLO Rubric

Accreditation

ECC COMPTON CENTER SLO Home Page

Assessment Process & Activities at ECC

History of Assessment at ECC

Principles of Assessment

Assessment Personnel

ALC Committee

SLO Newsletter

General Education Assessment

Assessment Training & Activities

Institutional Learning Outcomes

ILO Statements

ILO Assessment Reports

History of ILOs at ECC

SLO and PLO Faculty Resources

Crafting an SLO

Crafting a PLO

Hi Isabelle, I might reference the graphic below today. It is not a web page yet, just a design.

I might also reference this website http://www.elcamino.edu/academics/slo/SAOlinks.asp if you want to have it up for my update today.

Robin

>> SAO Statements and Reports

Service Area Outcomes (SAO) Statements and Reports

Use the links on this webpage to view Service Area Outcomes (SAO) statements, reports, and other materials for the programs listed below.

Program	SAO #1	SAO #2	SAO #3
Assessment/Testing	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
CalWORKs	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
Career Services	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
Community Education	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
Counseling - Student Enhancement Program	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
EOPS	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
Financial Aid	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
Foster and Kinship Education	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*
First Year Experience	SAO #1 *Title*	SAO #2 *Title*	SAO #3 *Title*