

El Camino College  
Mathematical Sciences Division

DLOACC Meeting  
Tuesday, April 28, 2015  
1:00pm–2:00pm  
MBA118

1. Spring 2015 SLO and PLO reports are due in TracDat on Friday 9/11.

TracDat Training

- Training for TracDat specific to entering reports for Spring 2015

Wed. May 6 from 2 – 3 pm  
Tues. May 12 from 1 – 2 pm  
Wed. May 13 from 2 – 3 pm

Place: Computer Lab - Library West Basement Room 19

\*\*Note: A new and improved version of TracDat will be available in Fall 2015, so if you wait until the beginning of the fall semester you will be using the new and improved version of TracDat.

2. The Communication ILO is being assessed campus wide this spring. Certain sections from Math 130, 150, 23, 37, 40, 73 & 80 were selected to participate in the ILO.
3. Follow Ups in TracDat for Spring 2014 & Fall 2014 Assessments
4. Dean's Remarks

**EL CAMINO COLLEGE**  
**DIVISION LEARNING OUTCOMES ASSESSMENT**  
**COORDINATING COMMITTEE MEETING (DLOACC)**  
**April 28, 2015**

Present: Susanne Bucher, Milan Georgevich, Judy Kasabian, Zach Marks, Matthew Mata, Jacquelyn Sims, Satish Singhal, Susan Taylor

### **SPRING 2015 SLO AND PLO REPORTS**

All SLO and PLO reports are due in TracDat by September 11, 2015. SLOs should be entered earlier so PLO reports are submitted by September 11.

There will be TracDat training sessions during the last week of the semester.

The TracDat system will change at the beginning of fall 2015. The changes will make the system more user-friendly.

It was suggested that we look at the SLOs more often than every three years.

### **FOLLOW-UPS IN TRACDAT**

Each department decides how to handle who does the follow-up. It was suggested that there be a collaboration between the Course Coordinator who entered the action plan and the current Course Coordinator. The current Course Coordinator will be responsible for entering the follow-up. This should be added as a component of the Course Coordinator job.

Instructions on how to add follow-ups in TracDat were disseminated. S. Bucher will email the instructions to Committee Coordinators so they can provide it to Course Coordinators.

The date of the action item should correspond with the date of the follow-up. Course Coordinators should be aware of when the action is scheduled for completion. A general rule of thumb is that follow-ups should be scheduled for one year after the action item.

The next committee meetings should discuss follow-ups; specifically that Course Coordinators are responsible for entering follow-ups.

### **PROGRAM REVIEW COMMITTEE**

If an action plan is in need of funding, it should be added to the program review.

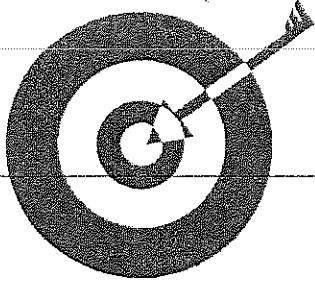
## **DEAN'S REMARKS**

Recommendation to send out reminders to instructors to enter their data during finals week of the current semester for the courses that are being assessed.

Recommendation to work towards an SLO quiz for different courses, or a test to assess all SLOs. This may not be something all committees need. The quizzes could be revised and updated as needed.

S. Bucher will send list of SLO questions for the past three semesters to J Sims. This will be a starting point to discuss creating an SLO quiz.

It would be best if questions were prepared at the end of the semester so instructors know the SLO question for the following semester. The quiz will be a work in progress.



Student Learning Outcomes

## *Follow Ups in TracDat*

Many courses are now being assessed for the second or third time. Earlier assessments include Actions and an Action Due Date, and these Actions need to have Follow Ups completed.

Faculty members are asked to review previous Assessment Data, Analysis, and Actions and provide a Follow Up on completion of planned Actions and any other observations.

**Type of Action:**

- Teaching Strategy
- College Support
- Curriculum Changes
- Assessment Process

**Follow up should include:**

- Was the Action implemented, and did it result in improve student success?
- Was support provided, and if not, was the request included in the division action plan?
- Has the process begun to change or introduce new curriculum?
- Was the process revised or the statements changed for the next assessment?

Entering "Follow Up" information into TracDat allows us to document actions taken as a result of assessment as well as to reflect on any impact of completed actions. This is the final step in the 'Assessment Cycle' outlined in the SLO Handbook and helps the college demonstrate that assessment results are used to refine instruction and services (close the feedback loop) and modify course, program, and services goals and outcomes.

### *When to follow up?*

The following are possible models:

1. **Complete the follow up when the next course assessment is submitted.**  
This is the recommended plan as it usually will coincide with the assessment cycle. Most courses will need a follow up of the past year's assessment once a year when the course, not just that SLO, is assessed again.
2. **Have a once a year division follow up date.** This date will be set by the division as the time when faculty will go back into previously completed assessments with actions due and complete the follow ups.
3. **Utilize an "Action" report that will be run by the date that actions are due.**  
This report (generated annually or each semester) can be used to complete follow ups based on the time when faculty indicated actions would be completed..

## TracDat - How to "Add Follow-Up" to an SLO Assessment (3.1.15)

A **Follow-Up** is a formal or informal account of progress or dialogue related to an action that takes place between scheduled assessments. For more information refer to the TracDat SLO Template at [www.elcamino.edu/academics/slo](http://www.elcamino.edu/academics/slo).

The screenshot shows the TracDat software interface with various steps annotated by arrows:

1. Go to your SLO Unit. (Arrow points to the 'Selected Unit' dropdown menu.)
2. Click Results. (Arrow points to the 'Results' tab in the navigation bar.)
3. Select the course from the drop-down menu. (Arrow points to the 'Course' dropdown menu.)
4. Find the SLO and select Show Results. (Arrow points to the 'Show Results' link under SLO #1.)
5. On the next screen scroll down and click Edit. (Arrow points to the 'Edit' link in the Assessment Data & Analysis table.)
6. Select add Follow-Up. (Arrow points to the 'add Follow-Up' link in the 'Follow-Up' column of the Action Plan table.)
7. Enter the information in the text box. (Arrow points to the 'Follow-Up:' text input field.)
8. Enter the date the Follow-Up took place. (Arrow points to the 'Date:' dropdown menu.)
9. Save Changes. (Arrow points to the 'Save Changes' button at the bottom of the page.)

**SLO #1 Major Theoretical Frameworks :** Identify and compare major theoretical frameworks, such as Piaget, Vygotsky, Erikson, and Bronfenbrenner, as related to the study of human development.

Created By: El Camino: Course SLOs (BSS) - Childhood Education

**Show Results**

**SLO #2 Milestones :** Describe major developmental milestones and typical characteristics for children from conception through adolescence in the areas of physical, psychosocial, cognitive, and language development.

Created By: El Camino: Course SLOs (BSS) - Childhood Education

**Show Results**

**SLO #3 Research Methodologies :** Apply developmental theory to child observations, surveys, and/or Add Assessment Data & Analysis

**Assessment Method Description:** Multiple Choice Test, Autobiography, Preschool Observation and In-Class Activities.  
**Standard and Target for Success:** 85% of students will score 85% or above.

Date	Assessment Data & Analysis	Actions	Related Documents	Semester and Year	Assessment Conducted	
2/16/2014	The last time this SLO was assessed the emphasis was	4	0	2013-14 (Fall 2013)		<a href="#">edit</a>   <a href="#">add Action</a>

Action Plan Related Documents

Action Due Date	Action	Follow-Up	
8/23/2015	Develop an in class group activity for Bronfenbrenner's Theory	0	<a href="#">edit</a>   <a href="#">add Follow-Up</a>
1/8/2015	Develop an activity or project that focuses on Vygotsky's Theory that may include You-Tube examples of scaffolding or missed opportunities for scaffolding.	1	<a href="#">edit</a>   <a href="#">add Follow-Up</a>
8/23/2014	Add Maslow to the SLO Statement	1	<a href="#">edit</a>   <a href="#">add Follow-Up</a>
8/23/2014	Develop a common handout and activity for Maslow's Theory	1	<a href="#">edit</a>   <a href="#">add Follow-Up</a>

[Save Changes](#) [Discard Changes](#) [Return](#) [Change Association](#) [Delete Assessment Data & Analysis](#)

Follow-Up:

Date: \* 2/28/2015

[Save Changes](#) [Discard Changes](#) [Return](#) [Delete Follow-Up](#)

## Courses to be Assessed in Fall 2013 for Each Committee

Committee D (Susan Taylor)

Assessment	SLO #	Course Coordinators/Follow Up Due
Program	3	Susan Taylor-2/12/14
MATH-12	3	Art Martinez-6/6/14
MATH-23	3	Alice Martinez-1/21/15
MATH-33	3	Mohamad Tavakkoli
MATH-37	3	Lars Kjeseth-9/30/14
MATH-40	3	Anna Hockman-Done
MATH-43	3	Mohamad Tavakkoli
MATH-60	3	Susie Tummers-5/8/15
MATH-67	3	Susan Taylor-Done
MATH-73	3	Ambika Silva-5/20/17
MATH-80	3	Eduardo Barajas-12/31/14

CM 2 (Aban Seyedin)

Assessment	SLO #	Course Coordinators/Follow Up Due
MATH-120	2	Linda Ho-12/10/15
MATH-130	2	Eduardo Morales-1/23/18
MATH-150	2	Ambika Silva-5/20/17
MATH-160	2	Lynn Beckett Lemus-12/11/17
MATH-161	2	Hamza Hamza-1/12/18

CM 3 (Judy Kasabian)

Assessment	SLO #	Course Coordinators/Follow Up Due
MATH-110	All (1 - 3)	Judy Kasabian - Done

CM 1 (Arky Sheynshteyn)

Assessment	SLO #	Course Coordinators/Follow Up Due
Program	4	Arky Sheynshteyn-5/30/18
MATH-180	5	Michael Bateman-1/25/18

CSCI (Massoud Ghyam)

Assessment	SLO #	Course Coordinators/Follow Up Due
Program	4	Massoud Ghyam -Report Not Completed

**Courses to be Assessed in Spring 2014 for Each Committee**

Committee D (Susan Taylor)

CM 2 (Milan Georgevich)

Assessment	SLO #	Course Coordinators/Follow Up Due
MATH-12	2	Art Martinez-12/1/14
MATH-23	2	Megan Granich-4/16/15
MATH-37	2	Art Martinez-11/12/14
MATH-40	2	Anna Hockman-9/1/15
MATH-60	2	Susie Tummers-1/8/18
MATH-67	2	Susan Taylor-9/5/15
MATH-73	2	Ambika Silva-9/8/14
MATH-80	2	Eduardo Barajas-12/31/14

Assessment	SLO #	Course Coordinators/Follow Up Due
MATH-120	3	Megan Granich-5/12/15
MATH-130	3	Milan Georgevich-5/18/18
MATH-140	3	Susanne Bucher-5/19/18
MATH-150	3	Lijun Wang (Training Zach and Jasmine)-5/30/18
MATH-160	3	Eddie Morales-5/30/18
MATH-161	3	Linda Ho-4/1/18

ENGR (Milan Georgevich)

Assessment	SLO #	Course Coordinators/Follow Up Due
PLO	1	Milan Georgevich-5/27/15
ENGR 1	1	Milan Georgevich-5/25/15
ENGR 9	1	Milan Georgevich-5/25/15

CM 3 (Judy Kasabian)

Assessment	SLO #	Course Coordinators/Follow Up Due
PLO	1 - 3	Judy Kasabian-Done
MATH-115	All (1 - 3)	Judy Kasabian #1to #3 Done, #45/15/15
MATH-116	All (1 - 3)	Susie Tummers-5/15/15

CSCI (Massoud Ghyam)

Assessment	SLO #	Course Coordinators/Follow Up Due
CSCI 12	1	Course Cancelled
CSCI 30	1	Ralph Taylor-5/15/18
CSCI 40	1	Greg Scott-9/11/15

**Courses to be Assessed in Fall 2014 for Each Committee**

**Committee D (Susan Taylor)**

Assessment	SLO #	Course Coordinators/Follow Up Due
PLO	2	Susan Taylor-2/1/16
MATH-33	1	Miguel Ornelas
MATH-43	1	Miguel Ornelas

**CM 1 (Zachary Marks)**

Assessment	SLO #	Course Coordinators/Follow Up Due
PLO	1	Marks-9/15/18
MATH-170	1	Fry-12/7/18
MATH-180	1	Seyedin-11/30/18
MATH-190	1	Bateman-5/12/15
MATH-191	1	Hamza-1/30/15
MATH-210	1	Fry-1/30/18
MATH-220	1	Yun-12/11/15
MATH-270	1	Evensizer-1/29/15

**CM 3 (Judy Kasabian)**

Assessment	SLO #	Course Coordinators/Follow Up Due
MATH-110	All (1 - 3)	Susanne Bucher - Done

**CSCI (Soetish Singhal)**

Assessment	SLO #	Course Coordinators/Follow Up Due
PLO	1	Singhal-1/22/18
CSCI 1	1	Ghyam-9/26/18
CSCI 2	1	Singhal-9/1/15
CSCI 3	1	Scott-1/22/18
CSCI 16	1	Taylor-9/7/15