



Assessment of Learning Committee (ALC)

Monday, March 13, 2017

Admin 131 - 2:30pm to 4:00pm

ALC Co-Chairs/SLO Coordinators: Russell Serr and Jenny Simon

Recorder: Isabelle Pena

Attendees:

Academic Affairs ECC – Linda Clowers

Compton Coordinator – Hoa Pham

Behavioral & Social Sciences – Janet Young

Business – John Mufich

Fine Arts – Vince Palacios

Health Sciences and Athletics – Russell Serr

Humanities – Kevin Degnan & Rhea Lewitzki

Industry & Technology – Merriel Winfree & Bruce Tran

Library/LRU – Claudia Striepe

Mathematical Sciences – Susanne Bucher

Inst. Research & Planning – Joshua Rosales

Compton Division 1 – Hoa Pham

Guest:

MINUTES

Call to Order: Meeting was called to order at 2:40 p.m.

I. Approval of Minutes

John M. moved to approve the minutes for the 11/14/2016 ALC meeting; motion was seconded by Russell S. Motion was carried.

II. Reports

A. FALL 2016 SLO/PLO Assessment completion – Russell Serr

1. Completion rates were not good a couple of days before the deadline; however, a lot of the assessments were entered at the last minute so by the due date, completion rates became in line with the percentages we have done in the past semesters. We're making progress. Will run another report in the next couple of weeks to see if we can reach our goal of 100%.
2. Faculty have reported TracDat glitches.
 - a. Jenny S. mentioned that when she was entering her assessments, the green "plus" icon (for adding assessment method or results) was not working. Isabelle P. mentioned that Kevin D. contacted her with the same problem; however, she could not replicate the problem—Isabelle P. was able to add assessment methods and results. John M. stated that unit plans were due for Program Review and Planning as well, and since a lot of faculty were entering SLO/PLO assessments as well as unit plans, it could be possible that it was a concurrent user issue since a lot of people were logged on at the same time and this may have "clogged" the system. However, all were in agreement that TracDat system should be able to handle the heavy traffic.

- b. Russell S. mentioned that he has been made aware of some faculty having problems saving the data once they have entered it on TracDat.
 - c. Isabelle P. stated that she has also been made aware of “disappearing” SLO statements, assessment methods, and/or results. She informed the ALC that whenever this happens, to check and see if the filter is on by looking at the “funnel” icon on the top left of the screen. When this icon has a “red glow” around it, it means that there is some type of filter on.
 - d. Linda C. stated that she and Isabelle are scheduled to have a conference call with Nuventive Support to go over these issues that we have been having, especially since some of these issues appear to be random and cannot be replicated by another user. She and Isabelle have asked the committee to let them know of any other issues that faculty are having in addition to those discussed at this meeting so that they can add them to the list to discuss with Nuventive Support.
3. Susanne B. stated she has been asked by the head of all the committees for the SLOs in the Math division why the SLO/PLO deadlines are on the 3rd week of the next semester. Their discussion was that they should be able to come back and have a committee meeting to discuss the results and come up with an Action, and the timeframe to do that during the first 3 weeks of the semester doesn’t seem feasible because of how busy faculty are during the first 3 weeks of the semester.
- a. Jenny S. stated that the push from Administration was to have it due at the end of the semester; but since faculty are overloaded at the end of the semester with submitting grades, etc., the 3rd week of the next semester was a compromise. She is not opposed to pushing the deadline back another week or two. However, we don’t want to push it too far into the middle of the semester since faculty may already be working on the assessment for the current semester.
 - b. Vince P. also stated that the disadvantage of waiting too long is that they may forget certain information relevant to the assessment. He also suggested that faculty can enter the results and leave the Action section blank until the division has their committee meetings and once they have discussed the Action, to enter it at a later date. Susanne B. also suggested to the Math division SLO committees that they can enter Actions with the Results and then review the Actions during the committee meetings; and if there are changes to be made, those Actions can be changed at a later date.
 - c. Russell S. suggested they keep the 3-week deadline because faculty can always revise the results and/or actions at a later date. He also stated that it makes sense to extend the PLO deadline to Week 5 since faculty can use the SLO assessments results for the PLO results.

B. Timelines – Russell Serr

We need to extend the SLO and PLO timelines to the next 4 years.

1. Isabelle P. will supply the facilitators with the new 2017-2020 timeline worksheets (template in Word format) and the current timeline reports as listed in TracDat, for facilitators’ reference.
2. Facilitators are to fill in the templates with new timelines extending to 2020, and including the 2016 timelines.
3. Timelines are due on May 1, 2017 and must be in electronic format, i.e. the filled-in version of the Word file that was sent out).

Update: Timeline deadline has been extended to June 1, 2017.

C. **New SLO Change Process** – *Russell Serr*

A new electronic form has been created for the process of changing SLO statements and will be handed out at the Facilitator meeting.

D. **Community and Personal Development ILO** – *Jenny Simon (Handout)*

1. Data collection is under way.

2. A core group met in the fall semester (December 2016): Jenny S., Linda C., Russell S., Joshua R., and Robin D. and they decided on a three-pronged approach.

a. **Utilization Data**

At the end of the Fall 2016 semester, Jenny S. sent out a checklist to several student development programs and student support services on campus, asking for their “utilization data” (i.e. “How many students use your services?”), from which they can then draw conclusions; she received responses from some of the programs and she has sent out reminder e-mails.

b. **SENSE and CCCSE Surveys**

Josh has new data from SENSE surveys for from last semester to see what kind of programs and services students are taking advantage of in terms of matriculation, counseling, campus activities, etc. for new student engagement—SENSE survey is for first-year students and CCCSE survey is for all students or students who have been at this college for a while for. SENSE and CCCSE surveys were done in 2013. Another SENSE survey was done last semester (Fall 2016) and IRP just received the data, which they are starting to put together.

c. **Short survey** (refer to handout)

- Easy to complete; takes 2 minutes. Jenny discussed the questions on the handout.
- Will compile a list of programs and services (including clubs—but not listing each and every club) and ask students which ones they have used and for those that they have used, how satisfied they were with the service(s). The list of services have yet to be determined.
- John M. asked what if it is not service-based—what if it was more education-oriented; he stated that he would like to know if the faculty are not being relevant to the students and would be interested in getting that kind of feedback; Jenny S. stated we could extend Question 3 to have students write in which course(s) or academic experience helped them the most; Joshua R. cautioned about asking about positive experiences because students will list negative experiences instead and they will call out courses and instructors.
- John M. stated he would be willing to pilot test the questionnaire to his classes to see what kind of responses he gets; he will give it out to his 5 classes (approximately 150 students, if they all take the survey). All agreed that doing a pilot test is a good idea. John M. stated can have some data by the next ALC meeting.
- Merriel W. stated that this survey will give a true reading of the students in the vocational because they do a lot of community-based activities.
- Claudia S. suggested tying survey to a Student ID or to state what student is majoring in.
- ALC suggested adding a column that states “Never Used”.
- Jenny S. stated they will finalize the short survey in the next few weeks and John M. will pilot the survey in his classes which will give us preliminary results. We should invite others to share the data.

3. Previous minutes stated deadline was to have the final ILO data by March 1, 2017, which has passed. Jenny is thinking pushing deadline to Fall 2017. Russell S. suggested collecting the final data by the end of this semester. A lot of this information is baseline information. Josh can work on it during the summer and we can get the results by Fall semester.
4. Claudia S. asked if data is going to be released to others; Jenny S. stated the results will be in TracDat and posted on the ECC SLO webpage.
5. Kevin D. asked if ILO is in TracDat. Russell S. stated that he enters the results in TracDat and he will show Facilitators where he enters the ILO data. Isabelle P. stated she uploads the ILO reports on the ECC SLO web page. Facilitators should be able to access that information.
6. Information: Hoa P. stated that for the Compton campus, the ACCJC suggested that PLOs need to align with Certificates and Degrees. Is this what ACCJC will be asking of us in the future? ECC is currently not doing this.

III. Facilitator Meetings – Russell Serr

There is a Facilitator meeting tomorrow, March 14th at Social Sciences Bldg. Rm. 119.

IV. Next meeting – April 17, 2017

V. Adjournment: Meeting was adjourned at 4:00 p.m.

SPRING 2017 ALC Meetings Mondays, 2:30 to 4:00 pm Admin 131	Facilitator Training Sessions Tuesdays 1:00 to 2:00 pm SS 119	TracDat “Working” Workshop: Entering SLO Assessments in TracDat Library Basement West	Deadlines 4-Year Timeline Worksheets (2017-2020) Due
March 13 April 17 May 8 May 22	March 14 April 18 (Cancelled) May 9 May 23		June 1, 2017

Attachment:

- Handout: Draft of Questionnaire for Community and Personal Development ILO (#3)