



Assessment of Learning Committee (ALC)

Monday, April 16, 2018

COMM 109 - 2:30pm to 4:00pm

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

Recorder: Isabelle Peña

Attendees:

ECC Academic Affairs ECC – Linda Clowers
Compton Coordinator – Hoa Pham
Deans' Representative – Walter Cox
Behavioral & Social Sciences – Janet Young
Business – Evan Hess
Fine Arts – Vince Palacios

Health Sciences and Athletics – Russell Serr
Humanities – Kevin Degnan
Industry & Technology – Merriel Winfree & Bruce Tran
Mathematical Sciences – Susanne Bucher
Compton Division 1 – Hoa Pham
Institutional Research & Planning – Joshua Rosales

MINUTES

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

I. Approval of Minutes

- A. Reminder from the last meeting to forward names of new faculty to Isabelle P. along with the programs which they need to access so that they can be added as users in Nuventive.
- B. Update of question regarding archiving the 4-column assessment reports from the last 4-year cycle: Isabelle P. is working with Nuventive Support on this; do not suggest removing old results entered in Nuventive, but Nuventive may be able to figure out a way to filter semesters.
- C. Russell S. moved to approve the minutes for the 3/12/2018 ALC meeting; motion was seconded by Kevin D. Motion was carried.

II. Reports

A. Fall 2017 Assessment Status Update – Russell Serr

For assessments that were due and still not entered in Nuventive, ALC members and facilitators are asked to continue encouraging faculty to complete them. Reports are eventually uploaded on the ECC SLO website so we really do not want to show any that are blank.

B. Nuventive Filters – Russell Serr

1. Nuventive Filters (red flags) have been changed to reflect assessments that are due in Spring 2018.
2. Isabelle P. will finish inputting the changes based on the 3-week reports received and will run an updated Spring 2018 timeline report for distribution in the next week.
3. ALC members and facilitators are asked to encourage faculty to enter them in Nuventive before the semester ends.

C. ILO #4 - Information Literacy Assessment – Jenny Simon

1. Information Literacy ILO meeting is scheduled for Thursday, April 16, 2018. There is a small group that will be selecting the questions for the SAILS survey. Participants have been notified.

2. Per Hoa P., specific sections and faculty have been selected. Jenny S. suggested for Hoa to choose her own administration to choose their own questions. Jenny will let Hoa know what questions were selected for ECC and Hoa confirmed that they (Compton campus) will choose the same questions that ECC is using on the survey.
3. The idea is to have two surveys going on simultaneously—one at ECC and one at Compton. Budget has already been earmarked for 87 students at Compton. Compton will handle their own payment for the survey at that campus so that they can also get their results separately. Hoa wanted to know if Barbara Perez will be handling the payment of the survey for Compton; Jenny suggested that Hoa be in charge of the administration of the survey.
4. Jenny S. hasn't made the test live yet so she doesn't have access to certain functions (like getting the codes, etc.) and doesn't know what it looks like yet and what format it will be in.
5. Linda C. stated (and Joshua R. confirmed) that the last time this survey was done, we looked at the data collectively (ECC and Compton). Linda stated it might be wise to do it collectively again this time, since that is what we have done before and we can separate the results for Compton and send it to Hoa P.
6. 350 total students are going to be taking the test. Hoa thought that the 87 students from Compton is part of that 350. Jenny S. stated that if ECC has less than 350, it might not be a good enough sample. However, in looking at the sections selected for the survey, Jenny stated that the number of students total to 396. So, we did oversample a little bit, based on the assumption of 350 students.
7. Still have not decided if we are prepaying for the test or paying for it after. Linda C. stated that we may have to verify this with Irene Graff at Institutional Research.
8. None of the Facilitators' sections were chosen for this survey.
9. These issues are now coming up, that we did not anticipate, so we will work them out as we work on this assessment.
10. In Fall 2018, Jenny will finish up this ILO assessment with Joshua R.

D. Communication ILO Plan – Russell Serr

1. The last time we assessed the Communication ILO, these similar issues came up, so one of the biggest actions we had was to start earlier so we can have a bigger sample size. Because we did not start early enough the last time, we ended up with a small sample size. This time, we are going to start planning this ILO assessment in the Fall 2018 semester so that we can assess it in the Spring 2019 semester.
2. Russell S. talked to Karen Whitney, who spearheaded this ILO the last time, and was told that there weren't a lot of complaints from the rubric we used the last time and she thought we should move forward with the same rubric as it was used the last time.
3. This time around, we are also going to try to utilize our SLO-to-PLO alignments. In the alignment grids, the courses align with an ILO(s). Between now and when the Fall 2018 semester starts, Russell S. and Vince P. will look at the alignment grids in their divisions (HSA and Fine Arts) and look at courses that are aligned with this ILO, look at the 4-column reports and see what kind of information they can get to help with the assessment of this ILO. Kevin D. stated he can also help and look at the courses in his division (Humanities). In the long run, everyone thinks this is the logical way to assess this ILO. For the first ALC meeting in Fall 2018, they will put something together to review with the committee and see what kind of feedback they get. Jenny stated that for the Communication and Critical Thinking ILOs, the alignment should be pretty good.

III. New Items/Reminders

A. New Co-coordinator and Facilitators

1. Jenny Simon is stepping down as co-coordinator and Kevin Degnan has agreed to take over as co-coordinator in her place. This will be effective Fall 2018. (*Originally Spring 2019.*)
2. Humanities will have a couple of new Facilitators and Kevin D. will be coaching them.
3. Susanne Bucher is stepping down as the Facilitator for Mathematical Sciences and she will be coaching the new Facilitator in the fall.
4. Hoa Pham is stepping down as Compton Campus Coordinator after this semester. She will continue to be Facilitator for Compton Division 1. (*June 2019 is when Compton will be officially separating from ECC.*)

B. Team Site for ALC

1. We are thinking of setting up a Team Site for the ALC for sharing files and having discussion boards. Joshua R. stated that some groups on the ECC campus have Team Sites using Microsoft Teams/Office 365. Isabelle P. will contact Irene Graff at Institutional Research regarding starting/setting up the Team Site.

C. Multiple Section Assessments – Best Practices – Russell Serr

1. As we have been reviewing assessments at the course level, some courses have multiple sections. Some divisions include all of the sections in a course and include a pretty good sample and some divisions do not. For the courses that are not including all the sections, we wanted to see if we can help them along. For those who do a really good job of including multiple sections in their assessments, Russell S. is asking for ideas and examples of how they do this so that he can pass on to other faculty leads or possibly even create a form to show them how to enter multiple-section assessments.
2. Humanities: Uses a Google Docs spreadsheet that they e-mail to all the instructors teaching the same class where they enter their section's data. Lead faculty reviews the data. Facilitator tries to get faculty of multi-section courses to meet and discuss comments, results, and actions. They include Distance Ed sections in their assessments. Facilitator also chases down faculty who have not completed their assessments (filled out the spreadsheet).
3. Mathematical Sciences: Facilitator picks a course coordinator for each course with multiple sections; that course coordinator then meets with faculty teaching the same course and they talk about results and actions.
4. Fine Arts: Vince P. stated he finds that the assessment results and actions are not meaningful since they have a high turnover of adjunct faculty with different teaching styles and they are not fully engaged, and the majority of the instructors teaching are not part of the process. Kevin D. stated that it would be good to have a nice continuity of having the leads but not have the same person be the lead faculty all the time.
5. Linda C. stated that we want to make sure we have a nice thorough sampling of our sections for any given course.

- D. End-of-Year Reports: Russell S. reminded Facilitators to send in their year-end SLO/PLO reports. We didn't get all of them the last time.

IV. Facilitator Meeting

There will be no Facilitator meeting on April 17, 2018.

V. Next meeting – May 14, 2018 (*Cancelled*)

VI. Adjournment: Meeting was adjourned at 3:30 p.m.

Spring 2018 ALC Meetings Mondays, 2:30 - 4:00 pm COMM 109 March 12 April 16 May 14	Facilitator Training Sessions Tuesdays 1:00 - 2:00 pm SS 119 March 13 May 8	TracDat "Working" Workshop: Entering SLO Assessments in Nuventive Library Basement West	Deadlines Spring 2018 SLO Assessments Due: September 10 -14, 2018 Spring 2018 PLO Assessments Due: September 28, 2018
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