



## Assessment of Learning Committee (ALC)

Monday, March 11, 2019

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

**ALC Co-Chairs/SLO Coordinators:** Russell Serr (Kevin Degnan - Not Present)

**Recorder:** Isabelle Peña

### Attendees:

ECC Academic Affairs – Linda Clowers

Deans' Representative – Marlow Lemons

Institutional Research & Planning – Joshua Rosales

Behavioral & Social Sciences – Janet Young

Fine Arts – Vince Palacios

Health Sciences and Athletics – Russell Serr

Humanities – Mora Mattern

Industry & Technology – Merriel Winfree & Bruce Tran

Industry & Technology Interim Assoc. Dean – Sue Ellen Warren

Mathematical Sciences – Catherine Schult-Roman

Natural Sciences – T. Jim Noyes

Library/LRU – Claudia Striepe

Student & Community Advancement – Robin Dreizler

## MINUTES

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

### I. Approval of Minutes

- A. Russell S. moved to approve the minutes for the 11/19/2018 ALC meeting; Janet Y. seconded motion. Motion was carried with one correction: There will be no Facilitator Meeting in April.

### II. Reports

#### A. Fall 2018 Assessment Status Reports – Russell Serr

1. Status reports were run after the March 1<sup>st</sup> due date. Overall percentage of completion across the campus is 75%. Facilitators are reminded to continue to encourage faculty to enter their assessments in Nuventive. These percentages are reported at the Deans and Directors meetings and the deans, directors and Dr. Maloney are looking at these numbers as well.
2. Due date for PLOs is March 15, 2019 (2 weeks after SLO due date).
3. Some divisions received certificates for having 100% completion of their SLO assessments.

#### B. Spring 2019 3-Week Reports – Russell Serr

1. Most of the 3-week reports for Spring 2019 timelines have been submitted. Still missing reports from Business and Industry and Technology divisions.
2. If a course hasn't been offered in three years, it should be submitted for inactivation through the Curriculum Committee process. We cannot label a course "inactive" in Nuventive until the inactivation process is complete, i.e. approved by the Curriculum Committee and the Board of Trustees.

#### C. Adjunct and SLO Assessments – Russell Serr

1. In the past, if there was no full-time faculty assigned to a course that has an assessment due, entering the SLO assessment became the part-time (adjunct) faculty's responsibility. Although adjunct faculty are required to participate in assessments, per Union agreement, they are not required to input assessment results into Nuventive nor analyze data for an assessment; they are only required to provide the data for the assessment.
2. The best way to make this effective going forward is to have better communication with the adjuncts—i.e. how much do they want to get involved with assessments, what help do they

- need, etc. Many colleges give stipends to adjunct faculty for this work; however, here at ECC, there is no budget to pay stipend to adjuncts at this time. For this semester, if adjunct faculty do not agree to enter assessments in Nuventive, they cannot be forced to do this task; a full-time faculty or facilitator will have to enter the assessment. Deans and Directors are also being informed that they are not to assign an adjunct to analyze assessment data.
3. Adjunct faculty can use the SLO template and fill it out with their data and give to a facilitator or full-time faculty for input into Nuventive.
- D. **Communication ILO (#2) Update** – *Joshua Rosales, IRP*
1. Kevin D. has been working with Joshua R. on which faculty is going to be involved in this ILO assessment. Joshua R. should have the full roster of classes by the end of the week. He is using the same template as four years ago.
  2. Joshua R. is going to try to see if we can use Qualtrix to import the courses (he is checking with Carolyn Pineda at IRP).
  3. Faculty members are going to receive the e-mail from IRP early in the semester; if faculty who receive the e-mail do not know what it is about, they may contact their facilitator to get clarification.
- E. **Faculty Survey** – *Russell Serr*
1. Russell S. sent ALC members a faculty survey test/experiment using Qualtrix. He changed the wording and formatting of some of the questions as well.
  2. Other colleges have sent similar surveys with 30+ or 60+ questions and they received a low percentage of surveys returned (5% to 20% return), so in order to get the most participation and response, we scaled the survey down to 10 questions to get the general idea and information that is the most valuable for us.
  3. SAO survey – will discuss at next ALC meeting.
- F. **Fall 2019 Facilitators** – *Russell Serr*
1. Starting Fall 2019 semester, there will be no stipends offered to facilitators. However, Flex credit will be available.
  2. Facilitators are reminded to keep track of their hours; Janet Y. suggested logging in all their hours instead of just the maximum as it will look good on their self-assessment.
  3. Starting Fall 2019, there will not be any Facilitator meetings; the ALC meetings will also be the Facilitator meetings.

### III. Other Items

- A. **Learning Outcomes and Assessment Handbook** – *Linda Clowers*
1. Linda C. and coordinators are working on revamping the SLO Handbook; a few copies of the draft were distributed at the meeting.
  2. Forms that were developed (e.g. SLO change forms, New SLO form, etc.) and distributed to the campus will be a part of this handbook. Primary changes are more stylistic than anything else; some info were removed due to repetitive information; added chart showing responsibilities (coordinators, facilitators, general committee members). Will also include a one-page information for Facilitators.
  3. Draft is going to be uploaded to the SLO-PLO Teams site for ALC members to look over and make comments.
  4. Claudia S. asked if handbook will also include SAO information; Linda C. stated it will; Russell S. suggested adding the SAO website link under “Online Resources”.

**B. SAO Topics – Robin Dreizler**

1. SAO topics or questions about SAOs, if any, will be put at the top of the agenda and addressed at the beginning of the meeting.
2. SAO assessments: Robin Dreizler stated that Student Service Areas will start assessing their programs more regularly.

**C. Information Literacy ILO (#4)**

1. Joshua R. informed the ALC that the highlights of the report for this ILO assessment is now on the SLO website.
2. Joshua R. stated that we could not measure this assessment against the time this assessment was done since we did not have a big sample size from the last assessment. He recommends that we assess this ILO one more time.

**D. Follow-Ups**

1. Russell S. asked the ALC how we are doing with Follow-Ups. Janet Y. shared what she is doing with Follow-Ups, using the Action Follow-Up Ad Hoc reports (PDF and Excel formats) that Isabelle P. created.
2. Vince P. has been discussing this issue with Fine Arts faculty. We should be assessing all the SLOs for a course at the same time because people are not going to remember to follow up on the assessments. The thought is that if we assess all SLOs at the same time and then assess them again the next year, there should be no need for following up since the latest assessments would essentially be the follow-up to the previous year's assessment. By staggering the SLO assessments, waiting 4 years to re-assess an SLO may not have much meaning because the faculty may be gone so we cannot compare the data from year to year. Some divisions disagree since assessing all SLOs at once is a lot of work since they also have to do the follow-ups all at the same time as well and it can be cumbersome.
3. Linda C. stated that we all have to look at how we do these assessments because the SLO assessments have been so individual, it has almost become an assessment of "my class" rather than an assessment of the course—how I teach my class vs. how students are learning this concept across the board. We need to step back and remember that we are doing course level assessments so we need to think in terms of "How can I assess this SLO so that it doesn't require me to go back and do the follow-up and anyone can do the follow-up?"
4. Different models work for different courses; there is no perfect model.

**E. Guided Pathways**

1. Joshua R. is putting together a report for Guided Pathways and asked if we are aligning our Learning Outcomes to skills that students are going to need in the future, which means knowing what skills they are going to need.
2. Russell S. stated that we are doing these alignments on the Program Level but he is not sure if we are doing it at the Course Level. Many programs do not track students once they leave here because this is hard to do.
3. Linda C. stated that with CTE programs, the Advisory Boards are weighing in on whether or not these outcomes are meaningful and this process is documented. For the other programs, it is a little bit tougher so we are aligning them at least with what the expectations would be for the next level of coursework for that course in the articulation process. Also, the way that we define our General Education areas aligns with what is expected for general education for four years. In her opinion, we can evidence that our approach is systematic (in theory).

**IV. Next meeting – April 15, 2019**

**V. Adjournment:** Meeting was adjourned at 3:40 p.m.

<b>Spring 2019 ALC Meetings</b> Mondays, 2:30 - 4:00 pm COMM 109  March 11 April 15 May 13	<b>Facilitator Training Sessions</b> Tuesdays 1:00 - 2:00 pm COMM 109  March 12 May 14	<b>TracDat "Working" Workshop: Entering SLO Assessments in Nuventive</b> Library Basement West  February 27, 2019 2:30 pm - 3:30 pm	<b>Deadlines</b>  Fall 2018 <b>SLO</b> Assessments Due Date: March 1, 2019  Fall 2018 <b>PLO</b> Assessments Due Date: March 22, 2019
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