



Assessment of Learning Committee (ALC)

Monday, September 14, 2015

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

SLO Coordinators: Russell Serr and Jenny Simon (Interim)

Recorder: Isabelle Peña

Attendees:

Academic Affairs ECC (Interim) – Karen Whitney	Humanities – Argelia Andrade
Compton Representative – Kendahl Radcliffe	Industry & Technology – Sue Ellen Warren
Deans' Representatives – Tom Lew & Elise Geraghty	Industry & Technology Assoc. Dean (Interim) – Randal Davis
Behavioral & Social Sciences – Janet Young	Mathematical Sciences – Susanne Bucher
Fine Arts – Vince Palacios	Library/LRU – Claudia Striepe
Fine Arts Associate Dean (Interim) – Walter Cox	Institutional Research & Planning (IRP) – Carolyn Pineda

MINUTES

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

I. **Introduction of new members** – *Russell Serr*

New ALC members were introduced:

- Karen Whitney is the new Interim Assoc. Dean of Academic Affairs.
- Jenny Simon will be replacing Karen's previous role this semester as Interim SLO Co-Coordinator, but she could not make it today.
- Tom Lew & Elise Geraghty are the new Dean's Representatives.
- Walter Cox is the new Interim Associate Dean of Fine Arts.
- Randal Davis is the new Interim Associate Dean of Industry & Technology.
- Carolyn Pineda is attending in place of Joshua Rosales, who is out on paternity leave.

II. **Approval of Minutes**

Russell S. moved to approve the minutes for the 5/11/2015 ALC meeting; motion was seconded by Janet Young. Motion was carried.

II. **Reports**

A. Dates and Deadlines – *Russell Serr*

1. All ALC and Facilitator meetings are listed in the Agenda.
2. This year, our goal is to finish the Communication ILO and start planning on the assessment of the Critical Thinking ILO (ILO #1) so that we can do the actual assessment in Spring 2015.
3. Deadline for Spring/Summer 2015 assessments was last Friday, September 11, 2015
4. Deadline for Fall 2015 Assessments is February 9, 2016.

B. TracDat Trainings/Updates – *Russell Serr*

1. Russell S. has some more training dates scheduled. These dates will be distributed as well as posted on the SLO website.
2. He stated that the last few training workshops he held went very well; however, there are a few people who come to his workshops wanting to learn about entering Program Review and

- Recommendations or SAO information. He clarified that the training that he does is for SLO/PLO assessments only. Karen W. and Irene Graff are in charge of the TracDat training for Program Review and Recommendations and Robin Dreizler is in charge of SAO TracDat training.
3. Robin Dreizler is having a training session for entering SAOs on Wednesday, Sept. 16th. However, he did not state a time and location. Karen W. will get the information from Robin D. and will let facilitators know.
 4. ECC SLO website updates:
 - TracDat SLO template that aligns with the new version of TracDat has been uploaded.
 - The new TracDat v5 tutorial videos are now posted on the website under “SLO and PLO Faculty Resources—Training Materials” located on the left navigation bar.
 - Vince P. asked if the tutorial videos included how to run the 4-column reports; Karen stated that we don’t have a tutorial video on this topic yet. Russell S. and Janet Y. directed Vince P. to go to “Standard Reports” under “Reports” on the menu on the left side of TracDat.
- B. Karen distributed sheet called “Survey Request Procedures” on how to request surveys. Surveys are a good resource for faculty when analyzing SLO and especially PLO results; faculty can also request for past surveys as well. IRP is asking for a one-month advanced notice. (*See attached Handout*)
- C. ILO Results – Karen Whitney & Carolyn Pineda
(*See attached Handouts: “Communication Institutional Learning Outcome Results”, “General Overview” and “Disaggregated Data” worksheets*)
1. Karen reviewed with the committee the Preliminary Communication ILO results and the final report prepared by Institutional Research and Planning. This ILO was assessed last semester (Spring 2015).
 2. Karen went over the disaggregated data with the ALC and summarized the results (see page 3 of final report):
 - Overall ILO passage rate is 72.5%. (See “General Overview”.) Out of the 113 sections that were selected to submit student ratings, only 30 sections returned completed student ratings (610 students total).
 - Had a really low sample size for the Artistic area of Communication (only one section with 19 students was assessed). Karen W. wondered if some of the data is lost because of technical error—quite a few e-mails sent by IRP that were not received by some faculty.
 - One thing that stood out is that Organization part of the Synoptic Communication Rubric in the Artistic area was quite low, but was one of the highest scores for Spoken/Signed and Written areas. This is because Organization for the Artistic area of Communication is not as linear as Spoken/Signed or Written areas.
 - Our target of 75% was only met for Spoken/Signed Communication. (Overall, artistic and written communication goal not met, but within margin of error).
 - According to units taken, generally success increased with more college experience, except for within written communication.
 - The data shows African-Americans underperforming in spoken and written communication. Latino students underperformed in written communication. Asians underperforming in written communication.

III. ILO Actions – Karen Whitney

- A. What should our Action Items be?
1. ACTION PLAN: ALC committee broke up into groups of 4 to discuss their ideas for Action Plans based on the results. Each group was asked to present their ideas to the ALC; some of the ideas are:
 - a. Claudia S., Tom L., Carolyn P.
 - Share data with SEP/SSSP coordinators

- Tom L. suggested diverting SEP funds; there is a list of about 25 courses that most students do poorly on—focus on these courses.
 - b. Janet Y., Elise G., Walter C., Vince P.
 - Similar ideas as above, with respect to SEP.
 - c. Argelia A., Sue Ellen W., Randal D., Kendahl R.
 - Have a writing component in every class—since writing is important, we should require a writing assignment in all classes, which will bring improvement to overall writing skills.
 - d. Russell S., Susanne B., Karen W.
 - Library is under-utilized; need to advertise the support services (Learning Resource Center, Writing Center, etc.) not just to students, but also to faculty—or bring rep resources to the classroom and do a presentation on their services.
 - Training for faculty on how to recognize the different language patterns for different groups; linguist input on the differences in communication among certain groups, i.e. Asian, Latino, White, African American.
 - Input from SEP experts. Karen W. wants to meet with Idania Reyes, Director of the Student Equity Program (SEP) to get her input and possibly invite her to attend one of our ALC meetings.
2. Karen W. asked the ALC to go around the room and read over all the suggestions (from this meeting and from Flex Day) and mark the ones they each personally think is important.
 3. Karen W. will put together list of the ones that were marked up the most and will revisit them at the next meeting. (*Update: See attached “ILO ACTION PLAN Possibilities”*)

IV. SLO Flex Credit – Russell Serr

A. There’s been some discussion by faculty regarding getting Flex credit for assessing SLOs. Procedure is being formalized so that if an instructor attends a “Brown Bag” function (e.g. to discuss Action Items, Results, etc. with other instructors) within their department or division, he/she can earn Flex credits. However, doing the assessments—gathering data and entering it in TracDat does not count toward Flex credits, since that is part of the instructor’s duty as faculty.

V. Next meeting – October 12, 2015

VII. Adjournment: Meeting was adjourned at 4:05 p.m.

FALL ALC Meetings Mondays, 2:30 to 4:00 pm Admin 131	Facilitator Training Sessions Tuesdays 1:00 to 2:00 pm Library West Basement, Rm. 19	“Working” Workshop: Entering SLO Assessments in TracDat Library Basement West	Upcoming Deadlines
September 14 October 12 November 9 November 30	September 15 October 13 November 10 December 1	Wednesday, December 2, 2015, 3-4pm Tuesday, December 8, 2015, 1-2pm Wednesday, December 9, 2015, 3-4pm TracDat 101: Learn the Software Basics Library Basement West Wednesday, October 14, 2015, 3-4pm Wednesday, October 18, 3-4pm	Spring/Summer 2015 Assessments – September 11, 2015

Attachments:

1. “Survey Request Procedures” (1 page)
2. “General Overview” and “Disaggregated Data” worksheets (3 pages)
3. “Communication Institutional Learning Outcome Results” (9 pages)
4. “ILO ACTION PLAN Possibilities” (1 page)