



Assessment of Learning Committee (ALC)

Monday, April 15, 2019

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

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

Recorder: Isabelle Peña

Attendees:

Behavioral & Social Sciences – Janet Young

Health Sciences and Athletics – Russell Serr

Humanities – Maria Barrio de Mendoza

Industry & Technology – Merriel Winfree & Bruce Tran

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 3/11/2019 ALC meeting with the following corrections:

1. Paragraph II.A.3 duplicates information on Paragraph II.A.2. Renumber II.A.4 to II.A.3.

2. Due date for PLOs is March 15, 2019 (2 weeks after SLO due date).

~~3. SLO assessments are due on March 1, 2019. PLO assessments are due 2 weeks after, on March 15, 2019.~~

~~4.3.~~ Some divisions received certificates for having 100% completion of their SLO assessments.

2. Delete *Chancellor's Office* from paragraph II.B.2. (Inactivation of a course does not require approval from the Chancellor's office.)

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, and the Chancellor's Office.~~

B. Claudia S. seconded the motion. Motion was carried.

II. Reports

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

1. If you still have Fall assessments that are not done, encourage faculty to still enter their assessments. These assessment reports will eventually be uploaded to the website and if there is no assessment done for an SLO or PLO, it will show as a blank page—and we don't want to show blank assessment pages on the website as the ACCJC sometimes goes to our SLO website to look at the assessment reports.

2. There have been a lot of timeline changes; quite a few SLOs moved to Spring 2019 timeline. Isabelle P. will run another Spring 2019 timeline report after this meeting for distribution.

B. SAO updates concerns/issues – Robin Dreizler

1. SAO template is available on the Student Learning Outcomes website. On the bottom left (navigation bar), there are a few SAO links and information.
2. Robin D. asked his vice president to host a separate SAO website and he agreed. This has been set up through the webmaster, but he still has to migrate the information on it.
3. At the Planning Committee for the Planning Summit, there was discussion about which programs are required to do Service Area Outcomes (SAOs) and which ones have done them in the past. In the past, it has been strictly those programs who go through Program Review, but it was determined that there were plenty of other services or areas that should be assessing their interaction with the customers, whether they are students or internal customers (e.g. Cashier's Office, Fiscal Services, President's Office, Marketing and Communications should all be assessing themselves); so what we are going to see is an expansion of the Service Area Outcomes.
4. Robin D. went to the accreditation website to see what terms they were using and it looks like they are still using Service Area Outcomes or Student Service Outcomes. Some institutions are using Administrative Unit Outcomes (AUO). He is trying to think of a new name but it still seems like the most appropriate term with the accreditation team us Service Area Outcomes or Student-centered Area Outcomes, or possibly change it to Student Services Outcomes (SSO).
5. They have reconstituted a "Divisions Council", where the three divisions that are part of the recent restructuring of Student Services (Student Support Services under Idania Reyes, Enrollment Services under Robin Dreizler, and Counseling and Student Success under Dipte Patel), have representatives from each of the programs who meet on a regular basis as a larger group vs. each division having their own Division Council meeting. These meetings have been very good and useful thus far.
6. Russell S. mentioned that there are some programs on campus that are under Academic Affairs but also provide student services, like the Library, Health Center, and Campus Police. Where do we capture those assessments? Robin D. stated that he uses Claudia Striepe's model (Library/LRU) and template for a program that overlaps between academics and administrative units and there is a student service component to it. Robin reiterated that it was decided that the programs that go through Program Review are the ones that need to have SAOs assessed. About a third of the Program Review is tied to Service Area Outcomes. If there is interaction between students and the program, that program needs to assess SAOs.

C. Year-End Facilitator Reports – Russell Serr

1. Russell S. asked facilitators to submit their year-end facilitator reports by May 13, 2019. This can be a couple of paragraphs stating highlights and/or challenges in their area. Russell and Kevin D. use these information to do their Coordinator Report, which is uploaded to the SLO website.

D. Communication ILO (#2) Update – Russell Serr

1. We've identified a set of courses and sections that align according to both the alignment grids as well as the info entered in Nuventive and are currently scheduled for assessment in Spring 2019.
2. E-mails have been sent to faculty selected for the assessment with instructions to fill out an Excel spreadsheet that will collect student-specific data that will ultimately be disaggregated to help us know about different student sub-populations' success.
3. In the remaining weeks of the semester:
 - a. Faculty will enter data about the SLO assessment they should already be doing this semester in the Excel sheet sent, and email that back to IR by the time grades are due.
 - b. We will then analyze the results over the summer and report back in the fall.

- c. Some sections were misidentified and those sections should have received a recall email. If any facilitators have questions about this process or encounter faculty that have questions about how to use the rubric or Excel spreadsheet, please contact Kevin, Josh, or Russell.
- E. **Faculty Survey** – *Russell Serr*
1. Russell S. received the faculty survey results and shared them with the ALC members present. (He used Qualtrix for the survey, which worked out really well.)
 2. A lot of the comments are complaints about Nuventive and there are quite a few faculty that want more training; however, when the coordinators offer the Working Workshops, hardly anyone attends. This could be because a lot of faculty cannot attend the times they are offered.
 - a. Russell stated that the workshops used to be offered during the College Hour, but he is almost always double-booked during that time. Usually, Russell is the only one conducting the workshops.
 - b. Used to offer more workshops in the past, but reduced the number of training because people stopped coming.
 - c. Possible solution might be to add more training sessions/workshops and have Kevin D. and/or Isabelle P. help with conducting the additional workshops when Russell is not available. Offer two workshops in the beginning of the semester, before the SLO assessment due date, and two workshops toward the end of the semester, for those who want to enter their assessments early. Maybe Isabelle P. can even conduct an evening workshop (5pm-6pm) for the faculty who teach night classes and adjunct faculty, or even conduct the workshop during College Hour, when Russell or Kevin are unavailable.
 - d. We will also update the templates.
 3. Overall, we are making improvements in many areas and faculty are being more confident, but we will always get the negative comments.
 4. The Faculty Survey will be uploaded to the **ALC & SLO-PLO Team Site**, under **General**, under the **Files** tab.
- F. **Adjunct Faculty SLO Template** – *Russell Serr*
1. Russell S. received feedback from an adjunct faculty that they did not need to participate in the ILO assessment. Adjunct faculty should still contribute to the data collection, i.e. apply the rubric to the student work and turn in the results, and that is all they have to do.
 2. Because of this, we have created a separate SLO template for adjunct faculty where all they have to do is fill in the data for their assessment and not necessarily enter the data on Nuventive. We have removed all references to inputting in Nuventive and removed the “analysis” portion of the template. The template will have verbiage stating that they are not required to enter the results in Nuventive and that there is no stipend for this work. However, if an adjunct faculty wants to enter the data in Nuventive, we are not going to stop them from doing it.
 3. The template is to be filled out by the adjunct faculty and then given to the full-time faculty to enter in Nuventive. The template will make it easier for the full-time faculty to copy and paste the information into Nuventive.
 4. Should adjunct faculty should also provide the Action(s) as well as the Follow-ups? Russell stated that although they are not required to provide the analysis for their data, the Actions and Follow-ups are still part of the SLO process so the answer to this question would be “yes”.
 5. Isabelle P. has created the Follow-up reports and will be populating each program with the Follow-up ad hoc reports.
 6. We have three templates that we will clean up a bit: The Full-Time Faculty Nuventive SLO, the Adjunct Faculty SLO Template, and the Multi-course template.

III. Other Items

A. Assessment for courses offered in Winter Term only – Russell Serr

1. There are some courses that are offered/taught in the Winter Term only. However, the Winter term is not part of the Assessment Cycle in Nuventive. How are these courses assessed?
2. Courses that are taught in the Winter Term only will still be assessed during that term; however, when entering in Nuventive, the following Spring semester will be selected and a note should be added that this was a Winter course.
3. Coordinators will forward to faculty a list of Winter-only courses that are due for assessment during the first week of the Winter term.

IV. Next meeting – May 13, 2019

V. Adjournment: Meeting was adjourned at 3:45 p.m.

<p>Spring 2019 ALC Meetings Mondays, 2:30 - 4:00 pm COMM 109</p> <p>March 11 April 15 May 13</p>	<p>Facilitator Training Sessions Tuesdays 1:00 - 2:00 pm COMM 109</p> <p>March 12 May 14</p>	<p>TracDat “Working” Workshop: Entering SLO Assessments in Nuventive Library Basement West</p> <p>Wednesday, May 29, 2019 2:30 pm - 3:30 pm</p> <p>Thursday, May 30, 2019 1:00 pm - 2:00 pm</p>	<p>Deadlines</p> <p>Spring/Summer 2019 SLO Assessments Due Date: Friday, September 13, 2019</p> <p>Spring/Summer 2019 PLO Assessments Due Date: Friday, September 27, 2019</p>
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