



Outcomes Assessment Committee (OAC)

Minutes – September 13, 2021, 12:00 pm – 1:30 pm

ConferZOOM

Empowering Students to Achieve Their Personal Best Through Excellence in Education.

I. Call to Order (1 minute)

The meeting was called to order at 12:07 p.m. by Chairperson P. Shreve.

II. Roll Call (1 minute)

Members Present – Penny Shreve, Jennafer Worland, Denise Pasley, Julie Gallagher, Gustavo Bento, Susan Nylander, Rodolfo Duque, Andrew Rehfeld, Peter Esperanza, Ibrahim Aboud, Eduardo Vasquez, Bret Sage (Joined at 12:31 p.m.)

Members Absent – Ramon Vasconcellos

Guests – Jessica Tainatongo, Keiry Borrueal, Lisa Holmes, Jennifer Rodden, Beverly Ranney

III. Approval of Agenda (1 minute)

A motion was made and then seconded to approve the agenda. 1st – G. Bento / 2nd – J. Worland (10, 0, 0).

IV. Approval of Minutes

a. 5/10/2021 – Tabled.

V. Opportunities to Address the Committee (2 minutes each)

None.

VI. Reports (2 minutes each)

a. OAC Chair – Penny Shreve

P. Shreve reported to the group that several people went to the online teaching conference; the focus on assessment is on equity. We need to ensure we focus on equity and really recognize if the assessments are equitable or not. P. Shreve is also looking for a co-chair of the OAC; asked the group to put out the word to everyone.

b. eLumen – Lisa Holmes/Keiry Borrueal

L. Holmes did not report out; eLumen is also listed under new business.

c. Curriculum – Eduardo Vasquez

E. Vasquez reported to the group that the training has taken place for the committee; the first meeting has been completed and the training for peer review will take place today.

d. Program Review

L. Holmes reported out that the PRC is meeting on Mondays to return comments to those who have turned in a Program Review by September 17.

e. Sub-Committee (as needed)

VII. New Business

a. OAC Membership and Schedule – Penny Shreve/Rodolfo Duque (*Discussion*)

P. Shreve showed a list of voting members for the current OAC. There are a few spots that still need to be filled; R. Duque is still looking for faculty to fill those spots. Also reported that B. Sage has a live class during the meeting time and is hoping that another STEM faculty member could take his place.

P. Shreve also reported that the schedule will remain the same; every second and fourth (as needed) Monday from 12:00 – 1:30 p.m.

b. Committee effectiveness survey from OAC – Penny Shreve/Lisa Holmes (*Discussion*)

P. Shreve shared with the group the results from the committee effectiveness survey that was completed at the end of the 2020-21 academic year. Discussed ways to ensure that the information from OAC gets to everyone. It's been difficult to get the information out to part-timers who are teaching at other colleges; asked J. Gallagher (previous PT faculty) for assistance with this.

G. Bento pointed out that there are a lot of changes that have occurred over the past year or so which hinders the decision-making process within OAC; there is just too much instability. Faculty not sure how much effort they want to put into a program without knowing how long they will be using that program as things seem to change so much; asking for stability and continuity.

P. Shreve will fill out the committee effectiveness survey response and follow-up discussion worksheet. Actions that will be taken will include the chairperson sending out the agenda by the Thursday *prior* to each meeting. P. Shreve will also send out the how-to, an example and would like members of the OAC to volunteer to help those that aren't as comfortable with eLumen as they are. P. Shreve also asked for OAC members to send her times they are available for an open house for OAC.

c. PLO / SLO Mapping in eLumen ready – Penny Shreve/Keiry Borrueel (*Discussion*)

K. Borrueel reported to the group that the OIR office has been working with P. Shreve to update the files that hold the PLOs to get everything mapped. K. Borrueel showed the group some of the corrections that they will be asking for (SLOs have to match under the specific PLO in order for the course to be mapped to the program). K. Borrueel asked the group to only include the most current PLOs in the folder as a single file for each program. P. Shreve also let the group know that she will be reviewing the how-to that was created to ensure that it works with the eLumen process; will have this done within the next 2-3 weeks to coincide with the end of the first 9-week session.

L. Holmes added that eLumen needs to be implemented across the board to get rid of human error. Currently working to keep the eLumen data clean so we don't end up back where we were in 2018.

d. Assessment Timelines – Lisa Holmes/Keiry Borrueel (*Discussion*)

P. Shreve would like for all programs to be confirmed by the next scheduled OAC (2 weeks). Would also like to set up meeting times with K. Borrueel and anyone else who wants to be there to walk them through the process. L. Holmes said that the deadline should be 9/17 so the data can be used for program review. SLOs and PLOs should be reviewed according to our accreditation report and the number of completed assessments is just not sufficient.

Hands on training is needed in eLumen and want to include part-timers as well. G. Bento pointed out that he has been using eLumen for a year and a half and still doesn't feel proficient in it. Would like to have the programs that are due for Program Review this year to be mapped in eLumen first; then focus on others. If no full-time faculty member exists for the department, the Dean will be contacted.

e. Suggested Training (specific items needed) – Lisa Holmes/Keiry Borrueel/Penny

Shreve (*Discussion*)

P. Shreve thinks equity assessment training is needed but the priority is going to be mapping in eLumen. This will be discussed at the Data Workshop on 9/14. Stephanie Ingalls created several how-to manuals for PLO data entry into eLumen; L. Holmes asked if those needed to be updated or if they just needed to be sent out again so everyone has access to them. P. Shreve suggested doing something during college hour but as it is optional right now, participation will be low.

VIII. Announcements (*2 minutes each*)

IX. Future Agenda Items

X. Next Regular Meeting

- a. Tentative (as needed)

XI. Adjournment

A motion was made and then seconded to adjourn the meeting. 1st – G. Bento / 2nd – S. Nylander. The meeting was adjourned at 1:33 p.m. by chairperson P. Shreve.