



Learning Outcomes Committee Minutes	Monday, April 10, 2023 Zoom 2:30 – 4:00 PM
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Type of Meeting: Regular
Note Taker: Gary Heaton-Smith

Committee Members (15+2):

- Gary Heaton-Smith, Faculty Co-Chair
- Meeta Goel, Administrative Co-Chair
- Svetlana Deplazes, Data Steward
- TBA, AA Rep
- Tiesha Klundt, Faculty Area Rep (Counseling and Matriculation)
- TBD, Faculty Division Rep (CTE)
- Samuel Padilla, Faculty Division Rep (CTE)
- Bobbie Sorcelli, Faculty Division Rep (HSS)
- Candace Martin, Faculty Division Rep (HSS)
- Tooraj Gordi, Faculty Division Rep (MSE)
- Jedidiah Lobos, Faculty Division Rep (MSE)
- Angela Koritsoglou, Faculty Division Rep (LCA)
- Ronda Nogales, Faculty Division Rep (LCA)
- Fredy Aviles, Faculty Division Rep (SBS)
- Stacey Adams, Faculty Division Rep (SBS)
- Paul Taglianetti, Faculty Division Rep (A&H)
- Kevin North, Faculty Division Rep (A&H)
- Linda Parker, Faculty Area Rep (Library)
- Glenn Haller, Faculty Division Rep (K&A)
- TBA, Adjunct Rep
- TBA, Student Rep

Present: Gary Heaton-Smith, Svetlana Deplazes, Tiesha Klundt, Samuel Padilla, Bobbie Sorcelli, Tooraj Gordi, Angela Koritsoglou, Ronda Nogales, Fredy Aviles, Stacey Adams, Kevin North, Linda Parker

Items	Person	Action
I. Approval of the Agenda	Gary	<u>Issues Discussed:</u> <u>Action Taken:</u> Moved & approved <u>Follow Up Items:</u>
II. Approval of the Minutes	Gary	<u>Issues Discussed:</u> <u>Action Taken:</u> Moved & approved <u>Follow Up Items:</u>
III. Open Comments from the Chair	Gary/Meeta	<u>Issues Discussed:</u> None <u>Action Taken:</u> <u>Follow Up Items:</u>
IV. Open Comments from the Public	All	<u>Issues Discussed:</u> None <u>Action Taken:</u> <u>Follow Up Items:</u>
V. AP&P Items	Gary	<u>Issues Discussed:</u> <ul style="list-style-type: none"> • Representative still needed. Kevin is interested but has class from 3:30 to 4:50 PM <u>Action Taken:</u> <u>Follow Up Items:</u>

VI. eLumen issue		<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Curriculum Map • REMINDER: eLumen bug has created disconnect between curriculum and assessment side • AJ208, AFAB130, AFAB210, ART102, ART140, ABDY125, BIOL202, CHIN102, COMM107, COMM109, COMM112, COMM116, COMM219, ESL058, FTEC111, FTEC112, FTEC113, FTEC117, GEOG205, IATH102, IATH210, KINF181, KINF196, KINT240, KINT241, MOA102, PSY101, THA103, THA121A, THA121B <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
VII. Operational Outcomes	Gary/Meeta/ Svetlana/ LaDonna	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Presented OO Template (see end of document) • Need to run this by certain Operational areas. Note that this document is dynamic and will evolve as information is gathered. <p><u>Action Taken:</u> Moved & approved</p> <p><u>Follow Up Items:</u></p> <ul style="list-style-type: none"> • Send to LaDonna and Michelle.
VIII. QFE & Secondary Assessment	Gary	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Secondary Assessment survey: https://forms.gle/PvFwCkG5saVNqoGx5 • Bobbie, Ronda, and Linda: meet at 5:30 PM at graduate check in table in Marauder stadium. Gary will have everything set up. • RISC survey is almost identical, proposed to offer this survey (mirrored with RISC) on non-RISC years. Post meeting, Gary confirmed and cancelled Outcomes Committee Secondary Assessment <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
IX. Change meeting time	Gary	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Do we want to adjust the meeting time to better reflect the new block schedule? Will it help with attendance? <ul style="list-style-type: none"> ○ 2:00-3:30 • No need to change <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>

<p>X. Summer 2023 Action Items</p>	<p>Gary</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Committee would like to accomplish the following by Fall 2023: <ul style="list-style-type: none"> ○ Dean’s Training ○ Removal of gendered language ○ Add to adjunct canvas course ○ Add materials for connection between Canvas & eLumen <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p> <ul style="list-style-type: none"> • Gary will complete over summer
<p>XI. 2023-2024 Membership</p>	<p>Gary</p>	<p><u>Issues Discussed:</u></p> <p>Take a look at this document: https://docs.google.com/document/d/14WLn8Ywq87zDiyfeUkicvyYc8T7q4xypNfvEQsques/edit?usp=sharing</p> <ul style="list-style-type: none"> • All who have terms up have agreed to continue. Gary will reach out to Dean’s on 7/1 to encourage continuation. <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>XII. 2023-2024 Outcomes Committee Goals</p>	<p>Gary</p>	<p><u>Issues Discussed:</u></p> <ol style="list-style-type: none"> 1. Maintain updated training materials and create training/assistance programs to assist faculty and staff. 2. Satisfy QFE #1 (Outcomes Project) through the implementation of an ILO-centric, campus-wide assessment system. 3. Integrate alignment protocols in other processes on campus. 4. Create an Operational Outcomes repository system. 5. Define and articulate Outcomes-related processes on campus and provide support as needed. <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>XIII. Outcomes Goals Review</p>	<p>Gary</p>	<p><u>Issues Discussed:</u></p> <ol style="list-style-type: none"> 1. Update training materials and train faculty and Outcomes Representatives to use eLumen according to their respective roles. <i>Training materials for faculty and chairs are up to date.. Outcomes Representative roles have been diminished due to the changed function of the committee, however Reps remain a valuable resource for faculty. Formal eLumen training is ongoing as roles continue to get redefined. We are expecting fluidity in this area moving forward. Four FPD events were provided this year to tackle ancillary Outcomes related processes and more are proposed for next year.</i>

		<p>2. Reflect and report on the implementation of a campus-wide assessment system. <i>As related to QFE #1, the committee is committed to presenting an ILO improvement FPD events on opening day Fall 2023 that incorporates ILO data, any available engagement survey data, and secondary assessment data (which is being rolled out at graduation 2023)</i></p> <p>3. Define and articulate Outcomes-related processes on campus and provide support as needed. <i>The committee is serving well as a moderator for all things related to Outcomes, although many of the official decisions are coming from other senate committees (most importantly Program Review and AP&P). The use of the Action Plan Reflection Tool allows for better adjunct faculty representation and better funnels qualitative information into Program Review. The items outlined in QFE #1 are well defined and progressing for full implementation in Fall 2023.</i></p> <p><u>Action Taken:</u> <u>Follow Up Items:</u></p>
<p>XIV. 2023-2024 MEETING DATE: 8/14, 9/11, 10/9 (campus closed), 11/13, 1/9, 2/12, 3/12, 4/9</p>	<p>Gary</p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> • Will let you know about the first day of the semester. <p><u>Action Taken:</u> <u>Follow Up Items:</u></p>



Department:

Date:

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
		Measure: Target: Cycle Term: Data Source:



Department: Admissions and Records

Date: August, 2023

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
1, 2	Admissions and records will provide quality customer service to all students.	<p>Measure: Amount of dissatisfied customers</p> <p>Target: Receive no more than 1 complaint per month</p> <p>Cycle Term: Academic year 2023-2024</p> <p>Data Source: Spreadsheet created by Admissions and Records staff and stored on the PDrive</p>
1, 2	Admissions and Records staff will process all transcript requests within five days of receipt.	<p>Measure: Report from national Clearing House</p> <p>Target: 100% of all transcript requests received will be processed within 5 business days.</p> <p>Cycle Term: Academic Year 2023-2024</p> <p>Data Source: Spreadsheet created by Admissions and Records staff stored in the PDrive and the report from National Student Clearing House.</p>