Information to OAW

* The current situation with assessments --YFA directive and its impact on our current assessment schedule

**OAW TO-DO LIST**

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| * 1. **Renewing Goals for the end of the *current cycle*--Began in spring 2013 and ends in fall 2017**

**Two Major Goals**

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| 1. **Closure of assessments ending in spring 2015 (that would be pre eLumen)**
 | **B. Helping the movement of assessments through fall 2017** |

**How to Achieve 1.A** |
| Check to see if the past cycle (ending spring 2015) is complete: <http://www.mjc.edu/instruction/outcomesassessment/plogeloiloassessment.php>We need to divide the work and give ourselves deadlines. The grids and analysis documents need to be completed. We need to support each other via emails and/or phone calls. |
|    **How to Achieve 1.B** |
| 1. Know eLumen navigation as “faculty” users and as “department coordinators”
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|      2) Meet with our divisions and departments to pick and train department coordinators |
|      3) Encourage faculty to train and enter fall 2015 assessments |
|      4) Keep an ongoing positive and constructive dialog going about outcome assessments |

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| **II**.                     **Decisions to Take Regarding Some eLumen Functions** |
| 1. Finalizing assessments--Because there’s no final “submit” button. How to guide faculty
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|      2) Reflection Template--Every faculty member can create one, so how do we guide  faculty  regarding finalization of a template? |
|      3) Figuring out the dean's role--what's everyone comfortable with? |
|     4) Creating a flow chart of the SLO process in eLumen--beginning with course-level              assessment and ending with program review. |
|     5) Sharing your work regularly with OAW; if you need help, don’t hesitate to ask. Think of        this as a group project. We’ll help each other through it. |

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| **III.               Adding a few extra meetings just until the end of this spring--****(I’ll ask for a venue after we collectively decide on this.)** |
| **Proposal: Add the following dates to the current meeting schedule:****March 25 (1:00 pm to 2:30)** **April 22 (1:00 pm to 2:30)** |