

APPROVED MINUTES

Oct. 4, 2013

12:30 – 2:30 pm

Ansel Adams Room 206

View the minutes and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

Members Present: B. Bailey, J. Dorn, L. Dorn, K. Ennis, N. Gopal, W. Kaiser, Eileen Kerr, M. Motroni, P. Muncy, Belen Robinson, B. Sanders, J. Todd, G. Wray,

Members Absent: M. Anglin, P. Bettencourt, L. Borelli, F. Carter, S. Collins, C. Hudelson-Putnam, C. Mullins, C. Llewellyn, L. Manzo, P. Mendez, S. Miller, M. Robles, M. Sundquist, R. Serros, A. Schnoor, H. Townsend

Others Present: Kathy Haskin

I. APPROVAL OF MINUTES Sept. 6, 2013

It was noted that Pedro Mendez was not at the Sept 6, 2013 meeting and change P. Dorn to L. Dorn on the approval of minutes as second the motion.

M/S/C (P. Muncy, W. Kaiser) to approve the Sept. 6, 2013 minutes with minor revisions.

11 Ayes

0 opposed

0 abstentions

II. DISCUSSION AND ACTION ITEMS

1. Welcome to Eileen Kerr

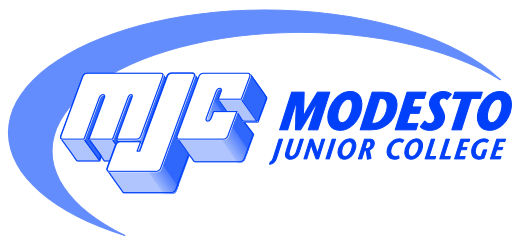
J. Todd discussed what Eileen will be doing and what J. Todd will be doing and what the workgroup needs to be doing. Review CLOs, get statements in and make sure working well between CLOs, PLOs, GELOs and ILOs. Working on scheduling, making sure assessments and statements are being done.

J. Todd will be doing the PR and Assessment data, channeling data in thru Program Review. He needs to work with CurricUnet and PRnet.

2. Discipline schedules

J. Todd handed out the large bundle of Course Learning Outcomes (Active Courses) to each one present. This is a list of what's in CurricUnet and also a stack of problem areas.

They are reviewed and Heather uploads them into PiratesNet if there are any changes.



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Some were entered into CurricUnet that were never transferred to PiratesNet. There are things in PiratesNet that never got to CurricUnet.

J.. Dorn discussed a rubric he created and different ways it could be used. B. Sanders said the Math Dept will do a small pilot to see how it goes using the rubric. Maybe next semester they will take a whole block. All present seemed excited about it. J. Dorn to email copy of rubric to all or to Eileen.

3. CLO CurricUnet – Datatel/PiratesNet – included in above

4. CLOs from Curriculum – discuss/approve 2013 CLOs and policy going forward.

The Course Learning Outcomes for the Curriculum Committee Meeting on 9/24/13 were handed out. There was a discussion about the tabs and approval screens inside CurricUnet. B. Sanders went over the order of approving the CLO's.

All the Spring assessments have not been pushed forward, but they will going into November. J. Todd will send out a list of missing Spring assessments.

B. Sanders mentioned that someone needs to check systematically to make sure all reps are assigned to the correct departments. J. Todd said he would do that.

OAW approved the AGM 251, FSCI 362 with changes, HE 101, and PSYCH 103 CLO's.

K. Ennis and E. Kerr will go back to Arts, Humanities & Communication and will meet with Barbara Adams regarding the SPCOM CLO's.

Per E. Kerr, Curriculum Committee Meeting, 9/24/13, the following took place:

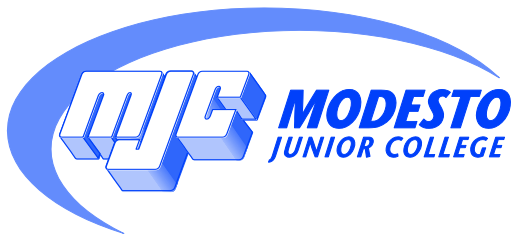
CLOs Approved at 9/24/13 Curriculum Committee Meeting

For Outcomes Assessment Workgroup Review

AGM - 251: Farm Construction and Materials (OAW passed 10/4)

Upon satisfactory completion of this course, the student should be prepared to:

1. develop a bill of materials and a working drawing for common agriculture shop projects.



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2. design and construct a project that utilizes mechanical skills and has practical application to the agricultural industry.

FSCI - 362: Basic Fire Academy (passed 10/4 with changes noted below)

Upon satisfactory completion of this course, the student should be prepared to:

1. ~~analyze given fire ground practical exercises,~~ Determine current conditions of a fire and develop proper safety procedures to follow.
2. ~~examine problem~~ Solve ~~solving exercises dealing with handling~~ problems regarding fire conditions and safety on the fire ground.

HE - 101: Emergency Medical Response; CPR PRO/Healthcare Provider (passed 10/4)

Upon satisfactory completion of this course, the student should be prepared to:

1. Evaluate emergency situations and select and provide the appropriate care to sustain life or minimize the consequences of the situation.
2. Analyze the information attained during the initial assessment and develop an emergency action plan.
3. Analyze the various aspects of a scene to determine scene safety issues and ensure the safety of yourself and bystanders.

PSYCH 103 / PHYSO 103: Introduction to Neuroscience (passed 10/4)

Upon satisfactory completion of this course, the student should be prepared to:

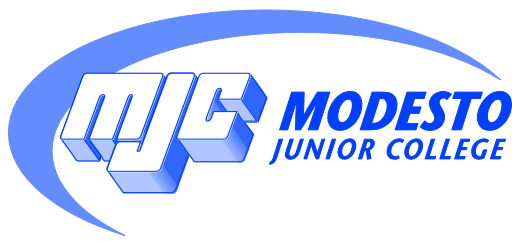
1. Identify the structures and explain the functioning of the brain's reward circuit.
2. ~~2.~~ Describe the divisions of the nervous system and major brain areas and explain their functions.

**ALL SPCOM COURSES NEED REVIEW AND REVISION FOR 11/1 MEETING
DISCUSSION**

SPCOM - 100: Fundamentals of Public Speaking

Upon satisfactory completion of this course, the student should be prepared to:

1. Create, and effectively deliver, professional and engaging speeches that are cogent, clear and concise.
2. Construct a speech outline demonstrating clarity of ideas, proper source citation, awareness of audience, and proper outlining techniques.
3. Use the library and other modalities for effective research.



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SPCOM - 101: Voice & Articulation

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate proficiency in reading and writing the International Phonetic Alphabet.
2. Identify the forty-four sounds of the English language.
3. Understand the mechanics of voice production.
4. Demonstrate a correct pronunciation of English words.

SPCOM - 102: Introduction to Human Communication

Upon satisfactory completion of this course, the student should be prepared to:

1. Prepare and deliver speeches which demonstrate adaptation to audience and correct use of research, organizational, and delivery skills.
2. Apply small group communication theories and concepts.
3. Utilize appropriate communication skills to promote effective interpersonal relationships.

SPCOM - 103: Interpersonal Communication

Upon satisfactory completion of this course, the student should be prepared to:

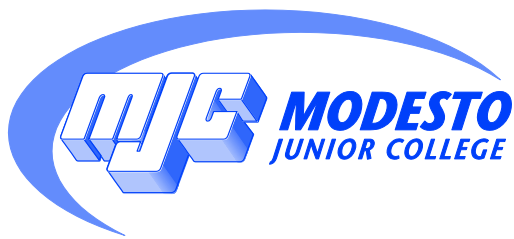
1. Analyze the connection between identity, perception, and interpersonal communication.
2. Evaluate the interpersonal communication strategies of others through real-life scenarios, case studies, and media examples.
3. Demonstrate the use of effective verbal and nonverbal messages, listening techniques, and conflict management strategies in their interpersonal relationships.

SPCOM - 104: Argumentation

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Differentiate between types of propositions and the discovery of issues inherent to their analysis.
2. Find, evaluate, and incorporate research materials into written and oral argumentation, as well as cite sources correctly.
3. Create logically strong arguments and apply principles of fair-minded argument, which includes how to identify and respond to bias, fallacious reasoning, and propaganda.



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SPCOM - 105: Intercollegiate Forensics

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Create presentations using proper documentation and organizational techniques.
2. Deliver presentations using proper delivery techniques.
3. Demonstrate critical thinking skills.

SPCOM - 106: Group & Organizational Communication

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Apply organizational and group communication theories and concepts.
2. Identify, research, and analyze ineffective organizational and group communication and make
3. recommendations for improvement.
4. Deliver an individual and/or group presentation effectively using various public speaking
5. techniques.

SPCOM - 107: Introduction to Debate

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate increased critical thinking.
2. Demonstrate logical arguments and responses to arguments.
3. Successfully adapt to judging paradigms in debate.

SPCOM - 110: Persuasion

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Explain past and present theories of persuasion.
2. Perform persuasive speeches.
3. Apply persuasive theories to real world persuasive events.

SPCOM - 120: Oral Interpretation

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify and demonstrate knowledge of literary form/devices of the three genre of



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literature.

2. Apply performance technique and analysis of literature in the selection and performance of
3. prose, poetry, and dramatic literature.
4. Identify and analyze rhetorical messages in drama, poetry, and prose literature.
5. Demonstrate knowledge of literary form, rhetorical analysis, and performance technique in the
6. oral and written critique of in-class student performances.

SPCOM 122 / THETR 122: Introduction to Readers' Theatre

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Adapt any material into a script format.
2. Interpret literature by using voices and nonverbal communication to enhance the author's message for an audience.
3. Describe the Readers' Theatre process.

SPCOM 123 / THETR 123: Storytelling

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate an understanding of storytelling principles.
2. Analyze a story to determine its critical structural components.
3. Perform stories utilizing the skills of memorization, vocal projection, spatial awareness, and physical expression.

SPCOM 124 / THETR 124: Advanced Readers' Theatre

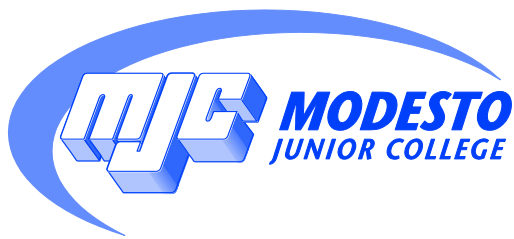
Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Read and analyze material in a variety of disciplines.
2. Use various directorial techniques to adapt literature to convey their intended message.
3. Properly cut and edit performance material from larger works.
4. Plan, produce, and direct a Readers Theatre program.

SPCOM - 125: Forensics Interpretation Events

Course Learning Outcomes



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Upon satisfactory completion of this course, the student should be prepared to:

1. Use basic research and documentation skills to effectively prepare a presentation.
2. Develop and apply various performance strategies in performance venues.
3. Analyze and adapt presentations for diverse audiences and settings.
4. Create presentations that are logical, professional, and engaging.

SPCOM - 130: Intercultural Communication

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Define central terms, concepts, and theories integral to the study of intercultural communication.
2. Analyze how their cultural upbringing influences their interactions with other people.
3. Access and evaluate intercultural situations and identify obstacles to effective communication.

SPCOM - 135: Forensics Limited Preparation Events

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Use basic research and documentation skills to quickly prepare a speech in a short amount of time.
2. Create speeches quickly that are logical, professional, and engagingly persuasive.
3. Develop and apply various rhetorical strategies in a short amount of time to different speech formats.
4. Analyze and adapt speeches on the spot for diverse audiences and settings.

SPCOM 145 / AGGE 145: Parliamentary Procedure

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Develop agendas and organize meetings.
2. Demonstrate skills of a functional chairperson.
3. Present, debate, and dispose of motions.
4. Demonstrate knowledge of the rules and strategies of parliamentary procedure.
5. Spring 2013 CLO Assessments



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Previously L. Dorn brought up a problem with the scheduling. One more box has been put in between 2 & 3 PLO, ILO, GELO assessment so it works right.

5. Program Review and Assessment

We have some scheduled to do Program Review and PLO/GELO/ILO Assessment this year. There may be some departments that need to do some assessing this semester that don't know about it. Some are on a PLO assessment, it won't be done until the end of the semester or beginning of next semester due to J. Todd and C. Martin are working on the modules for Program Review.

6. Other items

J. Todd would like everyone to come up with a schedule of working with certain departments/areas and inform Eileen.

Adjourned at 2:35 pm.



Outcomes Assessment Work Group

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Next Meeting: Nov. 1, 2013