Outcomes Assessment Work Group

MINUTES

August 5, 2013
2:00 to 4:00
Founders Hall, Rm 174
View the agenda and attachments at:
http://outcomesassessment.sites.mjc.edu/index.php

Members Present:	James Todd, Lorena Dorn, James Dorn, Gloria Coats, Nita Gopal, Bonnie Hunt, Kathleen Ennis, Beth Bailey, Brian Sanders, Milan Motroni, Paul Muncy
Members Absent:	Amanda Schnoor, Charles Mullins, Gerald Wray, Pedro Mendez
Others Present:	Kathy Haskin (Administrative Technician for the Academic Senate), H. Townsend (Accreditation and Assessment Process Specialist)

I.   DISCUSSION AND ACTION ITEMS

(Minutes from last meeting to be reviewed next meeting)

1.   OAW Structure/Workflow 2013

J. Todd began with a discussion about the workgroup and work flow, and that he had conversations with various workgroup members on how to make the process more efficient. One proposal that surfaced was that 1 Dean and 1 faculty rep from each division could be a part of the workgroup to ensure good communication across faculty and administration. Faculty and the Academic Senate would still have academic assessment under their purview. However, the workload could then be shared by division deans and faculty. Deans would have a better understanding of the intricacies of assessment in their divisions. Both deans and faculty would be reviewing CLO statement and making sure they are correct and making sure assessments are getting done on schedule.

It was discussed that there would be 1 workgroup meeting a month.   J. Todd would check in with Deans and faculty rep. to make sure task are getting done and to provide assistance.

J. Todd would work with Heather on the data side, and Heather would help faculty and deans with any data issues.

2.   OAW Charge

J. Todd discussed the revised OAW Charge, which needed updating due to the new council structure. Because AIE was in effect the last time the charge was updated, the new charge affirms the use of councils.
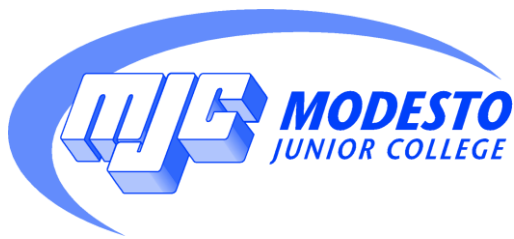
Outcomes Assessment Work Group

MINUTES

August 5, 2013
2:00 to 4:00
Founders Hall, Rm 174
View the agenda and attachments at:
http://outcomesassessment.sites.mjc.edu/index.php

Outcomes Assessment Workgroup (OAW) Charge

The Outcomes Assessment Workgroup (OAW) will:

- Facilitate continuing assessment processes across the college.
- Train faculty, staff and administrators in writing and assessing learning outcomes.
- Receive and disseminate assessment data from the course, program, service area, administrative unit, and institutional levels.
- Compile, organize, and summarize report data and findings in an annual assessment presentation, delivered to appropriate councils, committees, units and the Board of Trustees.
- Facilitate dialogue concerning outcomes assessment across the institution, including departments, divisions, programs, service areas, and administrative units.
- Assist departments, divisions, programs, service areas and administrative units in maintaining and refining assessment plans and/or processes.
- Make recommendations to the Academic Senate and college councils regarding outcomes assessment policies and processes.

The workgroup was asked to look over the charge and provide any edits or suggestions for the next meeting.

3. OAW Meetings

The group discussed having a meeting 1 time a month as a group.   Sounds like Friday afternoons would work best. Division reps would also meet one-on-one with the SLO coordinator.

4. SLO and Assessment Handbook

J. Todd went over the Handbook, and hopes to have by the end of the week or next meeting a full draft. The manual basically describes our processes.

The group discussed when all CLO's are assessed in our new standard format (about 4 more semesters), the college should have really good data. Departments will continue to
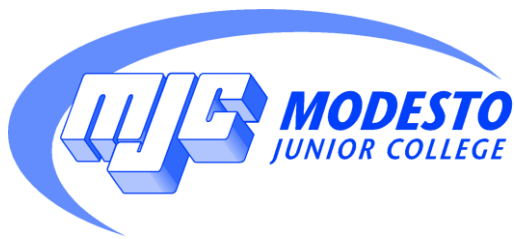
Outcomes Assessment Work Group

MINUTES

August 5, 2013
2:00 to 4:00
Founders Hall, Rm 174
View the agenda and attachments at:
http://outcomesassessment.sites.mjc.edu/index.php

update their matrix, to show the relation between current CLOs and PLOs, and then the CLO data can populate for PLO assessment. Quite a bit of progress is being made; the college has made significant improvements in data collection and management and is headed in a good direction.

The new 5-year CPLO-GELO-ILO Assessment/Program Review/Curriculum Updating will be brought to Senate for approval.

5. PLO Assessment/Discipline Matrix Updates

The group discussed that there may be some additional changes to make with scheduling CLO assessments. Any changes to be made with the matrixes would be handled during the first part of the semester.

Scheduling Matrixes will be sent to deans.

6. PiratesNet (Datatel) – CurricUnet Issues

The group discussed how various people were working on them to get the databases to perfectly match; some CLO statements need to be updated. It is a good deal of work, but a complete review process has been started in conjunction with the Senate and the Instruction office.

7. PLO Pilot Discussion

Almost all PLO and GELO pilots are done! A few PLO Pilots are in the process of being finished and will be reviewed. These need to be done in 2 weeks, as Tuesday of Institute week, there is an PLO/GELO Pilot Assessment Discussion. The OAW would like to include as many PLO Pilots as possible in that discussion. The rest will be scheduled for the end of September or early October.

So far the PLO Pilots are extremely helpful in constructing Program Review models that will better incorporate PLO/GELO assessment quantitative data. We will use the pilots to continue improving the Program Review and Resource allocation process.

Outcomes Assessment Work Group

MINUTES

August 5, 2013
2:00 to 4:00
Founders Hall, Rm 174
View the agenda and attachments at:
http://outcomesassessment.sites.mjc.edu/index.php

8. CLO updating

   CLO updating continues, with some departments making good structural choices with their PLOs/GELOs.

9. Division meetings information

   J. Todd to talk about: PLO Pilots
   Manual, would like to make preliminary recommendation to Academic Senate
   Instructions as to what has to be accomplished and when
   Meeting Schedule

10. Next Meeting: Aug. 12, 2013