



Outcomes Assessment Work Group

Minutes

Friday, February 26, 2016

1:00pm – 2:30 pm

Sierra Hall, Room 214

View the agenda and attachments at:

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

Information to OAW

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

As of this morning, YFA sent an email advising faculty that they may move forward with assessment.

OAW TO-DO LIST

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

Two Major Goals

A. 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>

Conversation from work group members resulted in reminding the group that in earlier minutes last year, the work group agreed to move forward and not attempt to complete historical data.

~~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”

2. Meet with our divisions and departments to pick and train department coordinators



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3. Encourage faculty to train and enter fall 2015 assessments

4. Keep an ongoing positive and constructive dialog going about outcome assessments

II. Decisions to Take Regarding Some eLumen Functions

1. Finalizing assessments--Because there's no final "submit" button. How to guide faculty

Nita explained to the group that faculty have complete control of their data and the system will allow them to make changes indefinitely. The group discussed adding a check box to the reflection template asking the faculty if they have finalized their assessment. This would trigger a notification to the division coordinator that the assessment is complete.

2) Reflection Template--Every faculty member can create one, so how do we guide faculty regarding finalization of a template?

Every faculty member can create their own at this point. The work group can decide if the institution will adopt one template or if each department will adopt one. Think about it and get back to Nita.

3) Figuring out the dean's role--what's everyone comfortable with?

Deans currently hold the roll of Division Coordinator. Think about it and get back to Nita.

4) Creating a flow chart of the SLO process in eLumen--beginning with course-level assessment and ending with program review.



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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.

Feel free to call, text, or email Nita at any time and she will be happy to help you.

**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)