

**AGENDA**

**Learning Outcome and Assessment Meeting**

**December 9, 2021**

**Zoom 12:30-1:30PM**

**Meeting called to order at: 12:32**

Members Present: Susie Chin-Library, Sarah Mecheneau - Language Arts, Travis Ames- SSD, Rosemarie Shamieh- NCBLSD, Cynthia Flores- English, Terrence Yu- Research and Planning, Anna Grygoruk- BIO, Tiffany Ingle- NCESL, Jason Plourde- KIN, Thye Peng Ngo- HSD, Gagik Labadzhyan- PSD, Anahit Boduryan- Student Services, and Yvette Ybarra Coordinator and Luis Labra, Math, Stacey Janzen, Kimzey McGrath, ESL

**Members Absent:** Jorge Palma- Tech and Aviation, Sonali Perera- Business, Francien Rohrbacher, C&I Coordinator, David Yamamoto- Coordinator,

**Approval of minutes** from November 4, 2021: Deb Diehl and Anna Grygoruk

**Proxies: none**

**Guests: None**

**Quorum: 16/20**

**Approval of minutes** from November 4, 2021,

**Shamieh/Diehl approved**

**Informational Items:**

<ul style="list-style-type: none"><li>• <b>Request for coordinators to send Yvette the department or course coordinators by end of November.</b></li><li>• <b>Units for LO&amp;A work-</b> go to DC and ask for hours.</li><li>• <b>Yvette and CREATION of Assessments:</b> Yvette proposes to continue to plan assessments, not returning the responsibility to coordinators.</li></ul>	<p>This is good for now.</p> <p>Coordinators keep track of the amount of hours and at end of term email DC, Michael Ritterbrown and Sonik. Dr. Ritterbrown will approve and these hours will be banked.</p> <p><b>The team discussed the benefits of this:</b></p> <ol style="list-style-type: none"><li>1. It would allow coordinators to work with the faculty/be the motivators within their departments/divisions and put emphasis on their usefulness and completion support.</li><li>2. Will the complexity of planning assessments, the group felt it would be more efficient for a "Master" to create complete and proper assessments and to ensure rouge classes aren't scheduled for planning.</li></ol> <p>The committee unanimously agreed with this proposal however, it was discussed that Yvette needs a trained assistant to help with the sheet amount of assessments that need to be planned each semester.</p>
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- **Yvette will have out the Assessment Plans for Spring within the next couple of weeks.**

- **“Innovators” test group-** Yvette will work with a small group of faculty who would like to use the outcomes rubric in eLumen- this would allow students to see the assessment process. Yvette will be test-driving sharing the rubric in eLumen and Canvas, and allowing students to view them/be transparent.

- **Yvette’s Assessment Reporting Office Hours and Workshops**

- **Send requests of courses that need to be assessed this semester to Yvette.**

- **Review of course data for PLO assessment**

Discussion about how, in the future, Coordinators will be involved in the communication about assessments due.

Yvette will work with a small group of faculty to test-drive sharing rubrics between eLumen and Canvas, and allowing students to view them/be transparent.

Volunteers will email Yvette to be included in this test pilot group.

- **Using eLumen for Assessment Reporting Workshop**
  - December 15th from 10:30-11:30am

- **eLumen and Assessment Open Office Hours**
  - Thursday December 9th from 4-5pm
  - Tuesday December 14th from 9-10am
  - Thursday December 16th from 11-12am

- **Winter open office hours**
  - Tuesdays 1-2pm
  - Thursdays 2-3pm

Outstanding assessments will be tracked once a week during the winter prior to the due date- final list will be sent to DC and Dr. Ritterbrown. Lists will be moved forward in Spring.

PLO Assessment Day" in January Date set for January 28, 2022- time TBA. This day will allow us time to break off into division, department, or curriculum groups, look over the disaggregated data, review and answer the PLO reflections, and come together for institutional dialogue. Research and planning and the Program Review Committee will be involved. Flex is offered.

Yvette and David will discuss whether proxies- some other involved department member- can stand in for department chairs.

