



*Create a campus culture where SLOs are understood and valued and where assessment functions as a resource leading to improved instruction, curricula, programs, and/or services. (2011)*

4-2460 • 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays • 2:45-4:15pm

# Outcomes Committee

## Minutes (October 7, 2014)

### Attendance

Present: Stacy Bacigalupi, Patricia Cridland, Jonathan Hymer, Chris Jackson, Eddie Lee, Annel Medina, Bao-Chi Nguyen, Don Sciore, Emily Woolery

Absent: Ema Burman, Karelyn Hoover, Doug Mullane, Jim Ocampo

Committee Vacancies: Arts and Business – both Academic Senate

### Approval of Minutes

Minutes from the September 16, 2014 were approved.

### Old Business

- Accreditation Gap Analysis
  - We reviewed and approved the Accreditation Gap Analysis form that we worked on last week (September 30) at our special gap analysis meeting.
  - The Coordinators will forward it to Kristina Allende by the October 15 deadline.
- Funding Requests for Adjunct Involvement in Outcomes Work
  - Request
    - Learning Assistance's request was approved retroactively for work done in July, 2014.
    - The Coordinators will forward request to Vice President of Instruction for approval.
  - Follow-Up Reports
    - Adult Basic Education's report was reviewed and we agreed their report amply reflects their Outcomes work.
    - Psychology's report was reviewed and we agreed their report amply reflects their Outcomes work.
    - Both of these reports will be posted on the Outcomes website
    - We discussed the need to revise the "SLO funding template" by:
      - Creating a writeable pdf form with which to submit funding requests;
      - Adding a check box for requesters to indicate they understand a follow-up report must be sent to the Outcomes Committee after the meeting is held; and
      - Adding a check box for requesters to indicate they understand that adjunct payment requires that time sheets are completed and forwarded to Sally Fenton in the Instruction Office.

- Institutional Outcomes
  - A draft of an email to be sent to Department Chairs, Managers, and Directors regarding Institutional Learning Outcomes (ILOs) was reviewed.
  - We discussed the need for the letter to include an explanation of what ILOs are and explain how they are intended to be inclusive of all areas on campus.
  - Annel will create a Google form that can be used to collect information from Chairs, Managers, and Directors regarding the work they are already doing in their areas with respect to ILOs.
  - Changes to the letter, including a link to the Google form, will be made and then sent out by the end of next week.
  
- TracDat
  - Discussion postponed to Oct. 21 meeting

### **New Business**

- Report: ACCJC Regional Workshop “Institutional Internal Quality Assurance and Student Learning Outcomes Assessment” [September 19, 2014] – postponed to Oct. 21 meeting
  
- Report: RP Group “2014 Strengthening Student Success Conference” [October 8 – 10, 2014] – postponed to Oct. 21 meeting