



## Funding Request for Adjunct Involvement in Departmental Outcomes Activities

Requesting party: Laurie Hartman

Department: CEA/Photography Program

Meeting date: Winter Session 2016

Purpose of meeting:

Standardization of Phot 10, inform adjunct about the curriculum and assessment processes, develop new Student Learning Outcomes for Phot

Number of faculty estimated to be in attendance: 16

Meeting duration in hours: 5 (2-hour maximum for funding)

Describe in detail what will transpire at the meeting and why resources are required and submit to [outcomes@mtsac.edu](mailto:outcomes@mtsac.edu).

The meeting will be lead by our two full-time faculty members, Laurie Hartman and Jason Perez. All photography adjunct instructors will be encouraged to attend. The meeting will focus on educating our adjunct faculty about the curriculum and assessment processes, examining the course Student Learning Outcomes, and standardizing the curriculum and instruction across all sections of our foundational course (PHOT 10), to improve learning of key course concepts and increase student preparedness for successful transition to our advanced courses.

- 1). Overview of the curriculum process and the Course Outline of Record.
  - 2). Review of PHOT 10 Lecture Topics, Lab Topics, Sample Assignments and Measurable Objectives.
  - 3). Overview of the Outcomes assessment process.
  - 4). Adjunct faculty role in the assessment process.
  - 5). Group discussion: our current PHOT 10 Student Learning Outcomes (SLO's) and their relevancy to the course Measurable Objectives. If needed, the group will write new course SLO's.
  - 6). The group will examine our current PHOT 10 assessment tool and revise if needed. They will pick a week for the assessment to take place in all PHOT 10 sections. The assessment should take place early enough during the semester resulting in data that is actionable during the semester.
  - 7). Full-time faculty will collect the data and assess the results of our Outcomes process and make recommendations for improvement (if needed).
- We are requesting funding for all faculty to attend the meeting (2 hrs each).

(Mark X) I understand that there will be a follow up report due to the Outcomes Committee.

Note: Timesheets for adjunct Faculty should be sent to Sally Fenton/Instruction Office.