Columbia College

Student Learning Outcomes (SLO) Workgroup

Minutes

Monday, December 7, 2015 at 2:00pm– Manzanita Conference Room

Committee members present: Leslie Buckalew, Randy Barton, Raelene Juarez, Erin Naegle, Wendy Griffiths-Bender, Brandon Price, Katherine Schultz, Joey Partridge, Karin Rodts, Diana Sunday, Kristin Rascon

Recorder: Michelle Walker

Start time: 2:08pm

1. Welcome

2. Approval of minutes from November 30, 2015

3. Institutional Student Learning Outcomes - Raelene

   a. The most recent draft of the ISLOs was distributed to the group

      i. Intent is to get the approved and adopted SP16

      ii. College Council received draft and approved 2 year review

   b. Issues to address

      i. 4th bullet of last area still needs work

      ii. 16 ISLOs may take quite a bit of time to address

      iii. Difficult to evaluate all bullet points (e.g. Reasoning, Professional Growth)

      iv. Need to have ways to measure each in terms of outcomes

      v. May be able to sort in eLumen based on a particular ISLO

      vi. Need example of measurement – technical skills/abilities can be demonstrated in the classroom

      vii. Cognitive and behavioral outcomes are more difficult to demonstrate

c. Suggestion - Collapse into four ISLOs and use bullets to define meaning more concretely

   i. When instructors look in their course, they can choose which ISLOs the course maps to

   ii. Several of the bullet points can be stand-alone outcomes

   iii. Need examples of institutional outcomes that would work and then go backward to identify them all

   iv. Many schools started with many ISLOs and are now scaling back because it is hard to maintain

d. Using the previous format may not be the best answer going forward

e. With more ISLOs, fewer classes may be mapped and it might be easier to assess and interpret

f. Need to be able to determine whether or not we are effective – goes beyond accreditation

   i. Affects resource allocation

g. From a faculty perspective, it may be difficult to try to evaluate which ISLOs the course should map to

h. Raelene will coordinate a meeting with the SLO mentors, Diana and Leslie to go over the wording

i. If you are going to use eLumen the way it is intended, it needs to be used in a hierarchical manner (move things down if they can be moved down a level)

   i. It is an aggregating tool – pass data up

j. At the college level – what are the top level outcomes

     k. We need to look at how other colleges are measuring their outcomes

     l. There is a split tactic or hierarchal– we can build it how we want

     m. Administration is locked out of the lower levels to honor faculty contracts

          i. Have to be careful about granularity

     n. Discussion of mapping and hierarchy set up

     o. Reviewed Napa Valley College's SLO website

     p. Rubrics can be set up that faculty can choose from, or individual faculty members can create their own

     q. Suggestion – proceed with this draft and then flesh out rubrics within eLumen

          i. We can test the system we can identify any gaps

          ii. Once we have some departments renamed in Datatel, we can test it out with real data

     r. A group can get together Tuesday during the week of Flex

          i. Training can be done in the test site

          ii. Think about what to do on Flex day – Leslie, Raelene, Randy & Wendy to meet

          iii. The vendor was going to come and demonstrate but that may not be helpful at this point

          iv. Raelene will send out examples

4. eLumen Update

     a. eLumen consulting with their IT to see if data can upload from Datatel

     b. Brian Sanders trying to improve Datatel coding to make sure it uploads

5. January Training Sessions

      a. Will talk about those at meeting tomorrow

6. Action Plan

      a. Training sessions - none for Student Services – not ready

          i. Will be one for adjunct in-service and Flex

      b. eLumen has a place to identify leads in areas

          i. Need to identify those leads so they can help adjunct or other faculty/staff

          ii. Need to get together as a group for consult to identify needs and support

      c. Need to see if individuals can enter their own course level SLO

7. Other

Meeting adjourned: 3:33pm

Next meeting: Monday, January 11th @ 3:00pm

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Monday, November 30, 2015 at 3:30pm – Manzanita Conference Room

Committee members present: Leslie Buckalew, Randy Barton, Raelene Juarez, Erin Naegle, Wendy Griffiths-Bender, Carole Bogue, Brandon Price, Katherine Schultz, Joey Partridge, Karin Rodts

Recorder: Michelle Walker

Start time: 3:39pm

1. **Welcome – Leslie**

2. **Approval of minutes from November 16, 2015**

3. **eLumen update – Randy/Raelene**

   a. Need to create some reflection questions

      i. Take some from current program review

      ii. Diana taking lead to put questions in

      iii. Have not opened it up to look at non-instructional components

      iv. Need to gather templates and identify commonalities

   b. Assessment

      i. Need volunteers to brainstorm what standard assessments will look like

      ii. Faculty and staff can create their own

   c. Calendar

      i. Cycle for assessing data

      ii. Need to think about how often we want SLOs assessed

      iii. Suggestion – every 3 years since accreditation cycle is 6 years

      iv. Need to identify person responsible for assessing multiple sections and whether or not all should be assessed

1. Question of validity

2. Question about level of responsibility for adjuncts

   a. Suggestion: paid office hour

d. How to handle Fall data

   i. Can put in summary report or put in Spring

   ii. Randy & Raelene will check with eLumen to see if it can be put in later

e. Randy got permission to get back in eLumen

   i. Gave Diana Data Steward permissions

f. Put together structure with Diana and submitted to eLumen

g. Went through courses and updated

   i. Randy has list of courses that were removed

      1. Only those that were not in the catalog

4. SLO Action Plan – Raelene

a. Timeline is the same

   i. Needs to be put on the website

5. Institutional Student Learning Outcomes (ISLOs) – Raelene

a. Draft copy distributed to committee

   i. Raelene read from document to make sure everyone is clear

b. Questions about mapping of courses

   i. Skills attainment certificates might be problematic

      1. Not approved by Chancellor's office

   ii. May not map well to this format

      1. They will be looked at as a program

      2. If the word "will" was changed to "may" in the first sentence, it would make more sense

iii. ISLOs & GELOs are the same

    1. Problematic with CTE

    2. Breadth of subject area knowledge needs to specify CTE

        a. Raelene, Kathy & Erin to take a look at this section and address

        b. Might need to make it more generic so that it captures a larger group

iv. Every student will be exposed to all of these areas and demonstrate ability when they are finished with their program

c. Edits

    i. Reading – change "writers" to "writing"

    ii. Speaking – essays and research papers – needs editing

    iii. Problem solving - "solve problems, offer feedback, manage conflict"

    iv. Global – Apply knowledge of the impacts

    v. Cultural – cultural factors that contribute to navigating peacefully within a culture – needs to be reworked

        1. Articulate <u>how</u> multiple perspectives and values exist

    vi. Aesthetic – Analyze the method – needs to be reworked

    vii. Mark-ups will be sent out and feedback solicited

        1. Feedback needs to be in by Wednesday

    viii. Will go to College Council on Friday

d. Can our students answer all of these questions?

    i. All students will be exposed to <u>one or more</u> ISLOs

6. SLO Website – Raelene

a. Timeline and minutes/agendas need to be added to the website

7. SLO Coordinators/Mentors positions – Wendy/Erin

a. Some interest expressed

    b. Senate approved

    c. Senate council to determine appointment – will meet on 11th

        i. Can send out an email to get votes to speed up process

8. SLOs – Course Outline of Record – Kathy

    a. Talked with Governet

        i. Can populate Curricunet

       ii. Faculty will update SLOs in eLumen and extract to be used in Governet

           1. Can be done in Spring

           2. Need to check about extract and capabilities

9. Other

    a. Nothing reported

Adjourned: 5:06pm

Next meeting: Monday, December 7, 2015 at 2:00pm in MCR

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Committee members present: Leslie Buckalew, Randy Barton, Raelene Juarez, Erin Naegle, Wendy Griffiths-Bender, Carole Bogue, Diana Sunday, Kristin Rascon, Brandon Price, Katherine Schultz, Joey Partridge, Margo Guzman

Guests: Matt Coombs – eLumen, via telephone

Recorder: Michelle Walker

Start time: 3:38pm

1. **Welcome – Leslie**

    a. Introduction of Matt Coombs, eLumen rep via telephone

    b. Status of content upload

        i. Hierarchy uploaded and recent updates

        ii. Old SLOs will be uploaded once process complete

        iii. Assurance that once templates are established, process is quick

    c. Reflection templates to allow faculty to reflect on experience with course

    d. No place in eLumen to capture digital conversation between faculty who share courses/SLO

        i. Proxy feature, but college has chosen not to use

        ii. System in place to assure that tool is not being used by admin to evaluate instructors

        iii. Data feeds into collective report

    e. Dialogue is captured in written reflections and action plans that can be presented to accreditation team as evidence

    f. In 4 weeks eLumen will have the ability to link to ISLOs

      i. Create scaffolding/mapping within the system

     ii. Ability to report out how many actions, sections or goals were set inside an assessment process at course level

  g. eLumen will have representative come for Spring Flex Day

2. Approval of minutes from November 2, 2015

  a. Motion to approve as read with no corrections was made and seconded

3. SLO Summary Reports – Raelene

  a. Handful of departments who completed SLO summary reports

  b. Distributed Action Plan to committee

  c. Need to update that non-instructional areas will be done in the Spring

4. eLumen Training – Randy

  a. Randy and Diana attended eLumen training online

      i. Distributing assessments, reflection templates, entering data

  b. Standardizing codes

  c. Assessments get distributed

  d. No single sign-on

  e. Randy drew out diagram on white board to demonstrate how system works

  f. No place to capture writing prompt or other classroom materials

      i. Not the intent of the tool – beyond scope

     ii. Reflection template allows for references to tools used in classroom

  g. Action Plan reviewed

      i. Possible addition of two days before Flex to train faculty on how to write outcomes vs. objectives and eLumen training

         1. January 5th – non-instructional

        2. January 6th – instructional

    ii. Kathy and Letitia are working with Governet on programming for

        SLOs in CORs

        1. Bulk loading is a concern

        2. Curriculum Committee approval before finalizing

        3. SLO Coordinator instrumental in process

5. SLO Handbook – Raelene

    a. Work in progress – will evolve

    b. Curriculum handbook that explains the process

6. SLO Hierarchy – Raelene

    a. Raelene and Erin to meet with Micha and Kathy to take a look at ISLOs

        and GELOs

7. SLO Coordinator/Mentors – Wendy & Erin

    a. Not sure of next steps

    b. Needs YFA review

      i. Wendy to check in for recommendations

    c. Will need to come back to SLO Workgroup once it has been vetted by

        Academic Senate and YFA

    d. Will go on Friday's Academic Senate agenda

    e. Need IT and technical support

    f. Erin to add that faculty should have SLOs on syllabus in the next

        newsletter

Adjourned: 5:02pm

Next meeting: Monday, November 30, 2015 at 3:30pm in MCR

Slo Mentor Meeting
Meeting Minutes

April 9, 2015

I. **Present:**

Randy, Paula, Kathy, Mike, Raelene, and Leslie

II. **New Tool- Elumen**

    a) How do we roll out

    b) Get data info tool/ old tool continue for awhile

    c) Randy lead for tech piece

III. **Communication to Faculty**

    a) Paula will start and send to group

    b) Capture and hold SLO data for new tool

    c) SLO's part of a faculty evaluation per new accreditation criteria

IV. **Meeting with Faculty**

    a) Communicate with Faculty

    b) Paula pulling together data and sent to college council, may be put on website

    c) Disable tool- Leslie?

V. **Coordinator for next year**

VI. **Mentors**

    a) Touch base with faculty

    b) Available in May

    c) Roll out new Elumen ASAP

    d) Access decisions to be made

    e) Demo before end of semester

VII. **Next Meeting : April 23, 2015 in Laurel 3-4pm**