



**2019-2020
REVIEW, REFLECT, RESET
MINUTES
Tuesday, September 10, 2019
3:30 to 5:00 PM – MCW-312**

Present: Asher Sund, Aurora Meadows, Jack Bennett, Nan Duangpun, April Montes, Brandon D’Amico, Corey Wendt, Maureen Eliot,

C H A R G E : *The College Outcome Group will be responsible for monitoring the progress and evaluating the quality of Student Learning Outcomes and Service Unit Outcomes on campus. The committee will create an annual report of SLO and SUO progress.*

Topics:

| Agenda Item | Summary of Discussion | Action (If Required) |
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| 1. Approve Agenda | Meeting began @ 3:32 pm Always looking for new members. | |
| 2. Review 4/9/2019 Minutes | Minutes reviewed. No corrections. | |
| 3. Welcome & Introductions | The group welcomed Aurora Meadows to the group. Maureen thanked Aurora for taking on the SLO facilitator position. | |
| 4. Review Committee Charge | COG is always looking for members to participate. COG is one of the groups on campus that is open to everyone who is interested. Typically, the first meeting of the academic year is where goals are set for what it will accomplish during the year. See agenda Item #9 for more detail. | Review and update COG charge online. It is out of date. |
| 5. Review 18-19 COG evaluation results | Phil presented the evaluation results from last year on the white screen. He reviewed and discussed the comments with the group. The group noted that some goals were not met from the previous academic year agreed that it can definitely improve on some of them going forward. | |
| 6. Streamlined assessment process & timeline | Phil briefly described the updated process that the new facilitators came up with. They have presented this to most of the departments and divisions during their respective meetings. Phil gave kudos to Nan for building a great Tableau dashboard. The dashboard will allow you to search any SLO or SUO without having to dig through a bunch of PDFs. Questions and ideas regarding this new process were shared with the group. Asher, Aurora and Phil facilitated the discussion. | |

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| <p>7. SLO's & Curriculum process</p> | <p>Phil demonstrated the path to find the rubrics online through the college webpage and briefly described the history from previous years in collecting this data. A discussion regarding the forms and the curriculum process followed. Phil displayed the forms that he used and demonstrated the new form that he built in Qualtrics for collecting the data moving forward.</p> <p>A discussion for streamlining the process and other ideas were shared for improving the collection process. Phil and Asher made note of the suggestions and facilitated the discussion.</p> <p>Nena moved to have the deadlines as follows: Fall - December 20 for faculty, January 30 for Department Chairs; Spring - May 18 for faculty, May 20 for Department Chairs.</p> <p>Jack seconded. COG unanimously approved the deadlines set by the group.</p> | <p>Facilitators will develop a set deadline and communicate it to the department chairs.</p> |
| <p>8. 19-20 Workshops</p> | <p>Aurora presented some flyers that she made for the people taking the CourseLeaf training (aka CurricuNet).</p> <p>Phil explained the different aspects and issues they are encountering with CSLO/PSLO submissions. He also explained the way that they are trying to streamline the process for collecting information through the curriculum process. They would like to work with the Curriculum committee to get the right information for new courses. It is important to get all of the information for the process when new courses are being developed.</p> <p>Phil asked for ideas and feedback regarding workshops for the new academic year.</p> | <p>Aurora to follow up with Michael Bowen to get the word out to the department chairs regarding forms and streamline process.</p> <p>Talk about PSLOs at next meeting/workshop.</p> |
| <p>9. Set 19-20 COG goals</p> | <p>The goals from last year were displayed on screen and new goals discussed.</p> | <p>Phil to work with Asher and Aurora on the wording and bring back to next meeting.</p> |
| <p>10. Adjourn Next Meeting – October 8, 2019</p> | <p>Meeting ended at 4:51 pm</p> | |