



**2019-2020
REVIEW, REFLECT, RESET
MINUTES
Tuesday, November 10, 2020
3:30 to 5:00 PM – ZOOM
<https://cccconfer.zoom.us/j/99816149313>**

Present: Asher Sund, Aurora Meadows, Mariana Branda, Deanna Hall, James Walker, Jack Bennett, Marcelino De Cierdo, Nan Duangpun, Debbie Newcomb

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)
1. Approve Agenda	SLO Facilitators, Asher and Aurora facilitated meeting. Phil was unable to attend. Group reviewed the agenda.	
2. Review 10/13/2020 Minutes	Deanna moved to approve the minutes from the previous meeting. Jack seconded.	Minutes approved unanimously.
3. COG/Curriculum Taskforce	<p>Aurora reported that she attended the most recent Curriculum Committee Mtg. She spoke with the Chair and asked if there could be more of an ease between when helping faculty figure out what they need to do with their SLOs that need approval through the curriculum process and how best to expedite the process. It was decided that they would put together a small taskforce to talk about it and not have faculty have to do a whole revision.</p> <p>After meeting with the group, it was decided that they don't really need a formal process if this group [COG] agreed that a formal process was not necessary when making updates to the SLOs. Having the discussion with the aim to better communicate the process.</p> <p>Aurora and Asher facilitated the discussion that followed regarding the process of submitting SLOs.</p>	
4. Assessing courses that are not being offered	<p>The SLO Facilitators are currently in the process of investigating courses that are not being offered on a regular basis and are trying to come up with a system to track these courses. This has been an ongoing issue.</p> <p>Aurora gave an example of a situation where a course was not offered for a couple of catalog years and have not been assessed and also will more than</p>	

	<p>likely not be assessed in the future, so figuring out a way to remove them appropriately through the curriculum process will also improve the entire SLO assessment process.</p> <p>The intent of this agenda item is to have this group [COG] help us determine what procedures will be set by the group to assess for this next semester. Will the cycles be shifted or should they be? The data shows that there are 98 courses set to assess this fall, but they are not being offered.</p> <p>Debbie recommended that the first step is to first to reach out to the Department Chairs and find out the reason for the course not being offered.</p> <p>Deanna suggested that separating the course by a specific timeframe to know what kind of conversation to have with the DCs would be helpful. Some program may not have offered the course due to low enrollment but need to have them as part of the program.</p> <p>Jack also suggested to work with Curriculum, because they may have a way to archive the courses.</p> <p>Aurora and Asher facilitated the discussion that followed regarding pressure points and process. There was more discussion on ways to flag courses that habitual do not assess.</p> <p>Process discussed and agreed to by the group. Another robust conversation followed about setting up a process for courses not being offered and when to push a reminder and/or heads up.</p>	<p>Group to write up a draft and review for a discussion to consider other things to add.</p> <p>Have a draft a week before we meet to consider and bring ideas to the meeting.</p>
<p>5. Ethnic Studies SLOs</p>	<p>Unclear as to why this was added to the agenda. Brief discussion followed. Idea to possibly open a slot during Flex days in the Spring for questions and for anyone who may need help with SLOs. Open to faculty, department chairs, and deans to come and learn the process.</p>	
<p>6. Adjourn Next Meeting – December 8, 2020</p>	<p>Meeting ended at 4:36 p.m.</p>	