



**2017-2018  
REVIEW, REFLECT, RESET  
MINUTES  
Tuesday, Sept 11, 2018  
3:45 to 5:00 PM – MCW 312**

**Present:** Phillip Briggs, Asher Sund, Nathan Cole, Jack Bennett, Maureen Eliot, Daisy Castillo, Corey Wendt, Nan Duangpun, Nena Jaramillo, Claudia Peters, Amanda Martin

**Recorder:** Felicia Torres

**CHARGE:** *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.*

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)
<b>A. Topic One</b>		
<ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> </ul>	<p>Meeting began at 3:35 pm with a Welcome to the new school year &amp; Introductions went around the table.</p> <p>Discussion regarding representation on the committee began. N. Cole said that he thought it was important to have at least two people from each division. He asked those in attendance to spread the word and the great work that the group is working on. Possible suggestions and ideas shared during the discussion that N. Cole and P. Briggs facilitated.</p> <p>One suggestion shared was to get more service areas to participate on the group. C. Wendt offered to share the word with Counseling and other service areas to volunteer for the group.</p>	
<b>B. Topic Two</b>		
<ul style="list-style-type: none"> <li>Review Committee Charge</li> </ul>	<p>The group reviewed the group charge. It will read, "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."</p>	
<b>C. Topic Three</b>		
<ul style="list-style-type: none"> <li>Set 2018-2019 Committee Goals</li> </ul>	<p>N. Cole facilitated the following discussion. He updated the group on the progress of the Phase Two packets that were submitted over the summer. The main goal in the process is to get the packets that have already been submitted entered into TracDat before the migration on November 1. There are still some packets that need to be reviewed. N. Cole and A. Sund would like anyone who can help with that to please do so now that the semester has begun.</p>	

	<p>Moving on to this year’s goals, N. Cole asked for ideas. J. Bennett recalled that the group had discussed looking for consistency across evaluations with rubrics and evaluation types. N. Cole felt that it was something that was getting done with the Phase Two packets. A good idea brought forward was to have a designated instructor as lead for each section.</p> <p>N. Cole announced the idea of a workshop for October where they could help folks “How to build better rubrics and how to do it well.” There have been workshops on the subject before, but wanted to offer it again. N. Cole asked J. Bennett to possibly share his department’s process and their rubrics during the workshop.</p> <p>Details about the workshop and a discussion about rubrics continued, while N. Cole facilitated. More discussion regarding goals for the group followed.</p> <p>The four (4) goals agreed upon:</p> <ol style="list-style-type: none"> <li>1. Creating a membership that is more representative and equitable of the college community.</li> <li>2. 100% completion rate of course SLOs and SUOs being assessed during the first year cycle.</li> <li>3. Stronger rubrics and assessment tools for the initial assessment cycle.</li> <li>4. Continue to pilot Canvas as a collaborative data collection tool.</li> </ol> <p>P. Briggs added that a survey will be sent out to the group at the end of the year to review these goals.</p>	
D. Topic Four		
<ul style="list-style-type: none"> <li>• Department SLO Google Form</li> </ul>	<p>P. Briggs presented a form on the screen that faculty would fill out before and facilitated the discussion that followed. He added that the SLO webpage is very very old. Going forward the department chairs will only have to enter the findings in TracDat, aka Nuventive, but to streamline the process, an idea that he had was to use Google Forms as a possibility for submitting course findings. He then presented a draft form on the white screen and filled it out, as a visual for the group. He also demonstrated what it would look like when it is submitted in an excel spreadsheet. He facilitated the discussion that followed and asked for feedback.</p>	
E. Topic Five		
<ul style="list-style-type: none"> <li>• CurricuNet &amp; TracDat Match</li> </ul>	<p>N. Cole kind of already gave an update on the process. He said that everything has to match as much as possible before November 6<sup>th</sup> for the migration to go smoothly. Phase two packets are still in the process of being reviewed, but hope to get a lot more done by the set November date.</p>	

F. Topic Six		
<ul style="list-style-type: none"> <li>New Courses</li> </ul>	<p>N. Cole asked Nan to share what her experiences have been in TracDat. She said that TracDat should now be referred to as "Nuventive". CurricuNet is now "Course Leaf".</p> <p>At the last Curriculum committee, A. Sund was told that SLO changes to new courses basically fell back on the group to decide. So if there are any changes for new courses then the co-chairs will go directly to the discipline to have those changes made. N. Cole asked if Nan could attend the next Tech Review Committee Mtg because she has a lot of the historical knowledge. She suggested that they email the Tech Review Committee Chair with those clarifying questions first and get permission for her to attend. A conversation ensued regarding "Deleted courses" and the confusion surrounding the process.</p>	
G. Topic Seven		
<ul style="list-style-type: none"> <li>SLO/SUO Workshops</li> </ul>	<p>The October 9<sup>th</sup> Workshop will be on Rubrics. On September 20<sup>th</sup> will be a "Bring Your Packet Day" for those who still need to work on their packets. Those who will be assessing their courses, there will be a "Bring your Data Day" towards the end of November, beginning of December. There will be a Nuventive in January.</p> <p>The October 9<sup>th</sup> workshop will be from 3:30pm-5pm in HSC-225. The October workshop will be in lieu of the October meeting.</p>	
G. Adjourn		
	Meeting ended @ 4:48 p.m.	