



**Minutes of October 5, 2021**  
**Outcomes Assessment Meeting**  
**3:30 p.m. – 5:00 p.m.**  
**Zoom**  
**Approved: December 7, 2021**

**Attendees:** Joanne Benschop, Krista Byrd, Ashley Davis, Jonathan Fohrman, Stephanie Miko, Shannon Myers, Alison Phinney, Chris Tarman, John Thomford, Janelle West, Aria Barker

**Absent:** Kristine Arquero, Chelsea Chavira, Nick Mortaloni, Katie Ortiz, Denée Pescarmona, Cristina Toharia

**Recording Secretary:** Toni Sharp

**Meeting called to order: 3:30 p.m.**

**Meeting adjourned: 5:08 p.m.**

Agenda Item	Action	Motions
	This column is for important information (e.g., actions/tasks to be completed or significant dates).	This column is for motions made.
<b>II. Approval of Minutes</b>		
A. September 7, 2021		West moved to approve the minutes dated September 7, 2021 as amended; Phinney seconded; motion carried.
<b>III. Changes or Additions to the Agenda – N/A</b>		
<b>IV. Co-Chairs Reports/Update</b>		
	<p>It was reported that Accreditation discussion has begun; All College Day in the spring could include Outcomes activities in preparation for Accreditation. Thomford noted that the new Accreditation report will be brief; encouraged committee to be as brief as possible in their reporting and to focus on evidence-based data.</p> <p>Myers has started working on a newsletter; committee members were asked if someone would like to write an article on assessing core competencies. A meeting for newsletter workgroup will be set soon. The goal is to have one newsletter in the fall and one in the spring.</p>	
<b>V. SLO Coordinator Report/Update</b>		
	Benschop shared CurricUNET has been updated with new language. Final CPC meeting to approve courses is next week.	
<b>VI. Action Items</b>		
A. Accreditation <ul style="list-style-type: none"> <li>Workgroup for reviewing our communication internally and externally</li> </ul>	Tarman noted that he has spoken to Maria Lissner to discuss the Core Competency report; discussed keeping the 13 core competencies under one heading while measuring them in different ways. Tarman suggested adjusting the dashboard to the 13 core competencies.	

	<p>Tarman reviewed Standard I: Institutional Mission and Effectiveness; standards relating to SLOs were highlighted. It was noted that the peer review team will use this document to reference as their criteria for whether the college meets the standards. The committee will need to closely review and understand standards. A workshop was recently held with ACCJC liaison, Stephanie Broker. The workshop brought to light that there should be a focus on the verbs used within the standards, that one piece of evidence can be used in multiple areas, and the importance of providing evidence that reflects standards are met on a sustained, regular basis. The committee's goal is to provide two or three pieces of evidence; shorter technical writing based on standards as set forth by the criteria is ideal. Websites should be reviewed to confirm that communication is being published as stated in the standards. The committee is tasked with reviewing the standards and proposing ways to improve areas that may need improvement. Tarman asked members to read the standards and provide feedback. Myers will post standards on a Google document to be shared with the committee so that members can begin to gather information. Once evidence is gathered, a workgroup will begin the writing process. Byrd suggested including what was written for last Accreditation as an example. Fohrman suggested reinstating third Tuesdays for an Accreditation working session. Tarman suggested focusing on one or two standards for each workgroup meeting.</p>	
<p>B. Core Competency Assessment Workgroup Report</p>	<p>Thomford reported that the core competency assessment for problem-solving and critical thinking is underway with about thirty faculty members participating. Orientation meeting was last week. Sharp to assist with Student ID numbers once participating sections have been identified. The workgroup meets from 4-5pm on third Tuesday; this month's focus will be on preparing for spring assessment and faculty recruitment which includes calibrating the corresponding rubrics. Thomford mentioned that the mapping needs to be reviewed and updated; faculty have mentioned that there are some courses that are in the maps for course competencies but are no longer being taught. Website and Portal to be reviewed. Myers to work with PIO to request standards and requirements for webpage changes.</p>	
<p>C. Newsletter</p>	<p>Myers asked faculty to consider writing articles for the newsletter; will email committee to ask for input on newsletter ideas. Department core competency process – article for website.</p>	
<p>D. Core Competencies on Syllabi</p>	<p>Thomford provided a sample syllabus which outlines SLOs and which core competency they link to. Phinney mentioned that Nursing is trying to condense their syllabi; they are creating a syllabus module in Canvas</p>	

	with standard information that doesn't change each semester. Benschop suggested adding core competency next to SLO on the syllabus.	
E. Review workflow for SLOs in terms of CurricUNET <ul style="list-style-type: none"> <li>• New versus revision</li> </ul>	Benschop would like to streamline the process to encourage faculty participation. Shared current process in CurricUNET. CurricUNET is only utilized to begin a new SLO; modifications or deletions are done in the Portal. Portal process was reviewed. Further discussion was tabled.	
F. Department Chairs/SLO Leads	Myers to work on updating the department chair and SLO lead list.	
G. Speaker Series	N/A	
<b>VII. Discussion Items</b>		
A. Future Potential Topics <ul style="list-style-type: none"> <li>• National Institute for Learning Outcomes Assessment</li> <li>• Updated NILOA Resource Bank</li> <li>• TILT Higher</li> </ul>	N/A	
<b>VIII. Adjournment</b>		