MEMBERS: Scott Hubbard (Chairperson), Iris Archuleta, Nina Ghiselli, Jessica Havelhorst (LMCAS), Kevin Horan, Chialin Hsieh, Christina Goff, Briana McCarthy (CSLO/PSLO Coordinator), Cindy McGrath, Ryan Pedersen, Tue Rust, Penny Wilkins, Nancy Ybarra, Josh Bearden, and Shondra West (Note taker)

Absent: Scott Warfe

Item Number	Topic/Activity	Notes
1	Call to Order	2:09 pm
2	Announcements & Public Comment	- Welcome and Introductions by committee members - Iris shared - Ireland summer internship was a success. The two students representing LMC were invited back to complete additional work. Currently, the students have partnered with Antioch School District to work on youth and intervention network as volunteers. - A new comprehensive program review assessment template is available for departments to complete. Data collected from the template can be used by TLC to evaluate assessments results. - The Office of Instruction completed COOR upload to the LMC website.
3	Approve Agenda	Approved with amendment, (M/S: Rust/Chialin); unanimous Move item 8 and 10 towards the beginning.

4	Approve Minutes	4.12.17 Approved (M/S: Rust/Bearden); 3 abstentions Goff, Iris, and Chialin
		      The committee at the last meeting requested to revise item 5 and bring back to 9/12 meeting.
		5.10.17 Approved with amendments, (M/S: Jessica/Rust); 5 abstentions Goff, Chialin, Ryan, Nancy, Iris
		      Remove Morgan Lynn and add Louie Giambattista as the curriculum representative.

5	Membership	Membership was discussed; - Christina Goff, added member Fall 2017 as the Librarian representative. - JoAnn Hobbs term ended as Liberal Arts and Sciences rep. Scott Hubbard will attend a LAS department chair meeting 1st Tuesday from 12:30-2pm to request a replacement. - Managers' representation consist of Dean Nancy Ybarra and VP Kevin Horan appointed to replace Gail Newman. Dean Natalie is off the committee due to a conflict with SGC. - Jessica Havelhorst, LMCAS, student rep will remain for Fall. Everyone has voting rights. The committee consists of 18 members. As a recommendation to help with the quorum, the committee should allow people to fill-in for absentee members.
6	Develop Ways to Track Students After They Leave LMC	Briana lead a PSLO flex workshop with Scott Hubbard's assistance. Those that attended were from multiple departments. One concern discussed, tracking students that leave/finish their programs. Speech developed a survey that was sent to students using previous emails on file. Other departments expressed concerns of difficulty contacting students to determine if job/career placement was found. The committee feedback. - Identify classes within the program to access students' emails using the class roster. - Develop a graduation exit survey. Student LMC emails are not accessible once they leave. - Create an Alumni tracking system. District is underway with developing an Alumni program.

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			- Provide a survey at the commencement for students to complete. - Request for personal emails via the graduation application process. - Submit a research request via Chialin to request for personal email information based on a class. - Institutional request to seek a way to connect with program completers via PSLO assessments (surveys or focus groups) to determine if the program prepared students for transfer or job/career placement. - Conduct program exit interviews; create a list of questions and interview groups of students that are close to completing their programs. This may be difficult for some programs, because they wait 2 years after students have completed their programs to determine if they received job placements. - Design an exit interview within 2 years of students being in the program and follow-up process in 3. - Focus on what the committee is seeking and then develop ways to request support to achieve what's needed. It was recommended to have a discussion with campus groups to determine best practices.
8	CSLO/PSLO Discussion - Briana		Drop-ins for CSLO/PLSO assessment training is available via Briana. The information is posted on TLC website. There will be five drop-in sessions available. A flex-workshop was offered for departments to have a discussion about assessment process. Speech and Math program assessment examples are available on TLC website. Some departments are confused between PSLO assessments vs. Program Review. They are two different processes.
10	Identify Good CSLO Example		- The committee was asked to sign into PRST and complete: - Access programs in PRST represented by committee members - Look at the data repository for 12-16 and find high quality reports - Print and bring them to the next TLC meeting for discussion If people experience difficulty accessing PRST, Submit a request to Dpt. Chairs to request access. - A research tab via TLC site is available to request data/demographics from the District Office.
9	GE Discussion - Josh		- GE committee have new members for Fall. The committee is underway of writing the GE assessment report. The final report will be shared with the campus community to discuss creative thinking, oral communication, and diversity and global interdependence assessments. - GE committee Chair, Josh is a member on guided pathways taskforce. GE will play a significant role in guided pathway process. - AACU offers conferences tied to assessments; this year topic is on diversity and global learning. Josh and Scott will attend the conference to receive and network with other colleges to enhance their perspective regarding assessment.

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		• GE would like to document the assessment process to maintain historical practices and maintain institutional memory as a college archive.
		• The committee is wanting to revise interdisciplinary SLO and develop an information literacy component. Interdisciplinary is necessary how to write a course, but not assessable. It was recommended to change the SLO now, which is at the beginning of a new cycle starting. GE will determine if interdisciplinary should be dropped altogether and Information literacy added. Senate approval is needed to make the change. It was recommended to drop/add GE SLOs as separate items. The committee shared best practices to add/remove SLO requirements; have a campus discussion and survey departments regarding the change. Information literacy consists of recognizing good/bad information. The steps consist of <u>identify</u> information needed, <u>look</u> for appropriate sources, <u>evaluate</u> information found, <u>integrate</u> new information into institutional knowledge, and <u>use</u> of informational literacy in an ethical/unethical way.
		• Program review will be done by discipline instead of by department; Social and Behavioral science were departments that completed program review by department. It is easier to pull assessments results by discipline vs department. It was questioned should the change be part of a discussion within the shared governance process? This is stemmed from past practice where departments were given the option to complete program review as a department or discipline. With the shift of program assessments it's beneficial for disciplines to share their data reports.
7	Develop Spec List for Assessment Vendor for Assessment	• It was recommended to locate a vendor to replace PRST. The program developer has retired and upgrades and fixes cannot be completed if needed. There are vendors that offer services tailored to LMC unique requirements. The goal is to locate a program that can house curriculum, assessment, RAP process, and catalog and be manipulated via one system as integrated planning tool. Locating vendors is on the Planning's agenda for discussion. Chialin shared, a vendor open house is one method to determine what type of vendors and services can customize LMC's unique specifications. **Committee Feedback** ○ The system should house LMC data information as a repository ○ The system should provide student demographic reports tied to DO research office ○ The cost of the new system was questioned; implementation will be affordable. ○ Locating a vendor now will help with the accreditation process in the upcoming years. It will take time to have the vendor create/tailor their program to LMC needs/services/outcomes.
11	Adjournment	3:43pm