

Present: Scott Hubbard (Chair), B. McCarthy McCarthy (CSLO/PSLO Coordinator), Cindy McGrath (GE Assessment Chair), Roseann Erwin, Patrice Moore, Ryan Tripp, Chialin Hsieh, Tanisha Maxwell, Nancy Ybarra, Ryan Pedersen, Natalie Hannum; Shondra West (notetaker)

Absent: Scott Warfe, Marie Magante, Liz Green Maria Perrone, Nikki Moultrie,

Guest: Nancy Yarbrough

CURRENT ITEMS

1. Meeting called to order 2:30 pm Location: Zoom Online

2. **Announcements & Public Comment:**

None

3. **Approval of the Agenda**

Action: Approved (M/S: McCarthy/McGrath); unanimous

4. **Approval of the Minutes: None**

5. **Assessment Numbers Update**

- Assessment needed 272 (year one and two combined)
- Assessed and submitted 171

C. Hsieh shared assessment numbers and information are available on LMC Accreditation (Program Review) website and SharePoint (program assessment) drive. S. Hubbard shared the quantitative data is available for year one 65% completed, year two 61%, and 20% completed for year three.

TLC does not provide assessment updates at Academic Senate (AS); however, N. Ybarra has shared at AS the consequences of not submitting assessments. In addition, N. Ybarra shared possible strategies to uphold departments to complete them, and that does not implicate students in the process, such as cancelling course offering. Another possibility, full-time faculty cannot receive load above 100%. Ultimately, the message to the departments it is important that assessments are essential to the college and student learning.

P. More recommended checking with the departments to determine the barriers or challenges. Specifically, N. Hannum shared that deans meet with department chairs to offer support and follow-up about completing campus obligations and expectations. Inasmuch, N. Ybarra shared that the last resort is conducting a write-up, to document an action plan. If the department cannot meet its obligations, placing a letter in their file as the last resort. S. Hubbard expressed that the eLumen workflow will address the concerns of maintaining cycle follow through. Notwithstanding, N. Ybarra expressed that the Administration does not want to implement punitive practices, whereas working in partnership (Academic Senate, United Faculty, and Administration), collaborative, and supportive of upholding institutional integrity.

C. Hsieh provided a navigation summary of LMC Accreditation website. B. McCarthy recommended adding the Accreditation web link to the TCL website and Department Chair Canvas page. P. Moore offered to make follow-up phone calls to departments with outdated assessments. Alternatively, Nancy shared an idea to send an email to the departments; Cc'd the deans, S. Hubbard, and Brianna; expressing that their department has been identified as having the following assessments lacking for year one and year two. Additionally, provide outstanding statistical data, which is a problem for the upcoming accreditation visit. Therefore, sharing how departments can access resources on how departments can receive assistance. R. Pedersen's recommendation to include full-time faculty concerning the outstanding assessment notification. Experience in the past, the department chairs received the announcements, in

which they were to notify their full-time faculty. The committee concluded to inform the department chair and person assigned to complete the assessment indicated in the department program review, granted that the department chair delegates the responsibility to their faculty.

6. Discuss institutional policies and procedures around tardy/missing assessments

Discuss and implement a recommendation for this semester, due to the coronavirus and move to remote instruction

McCarthy gave an update regarding 1.) SLO assessment drop-ins and 2.) email notification sent to departments including assessment resources before the campus closing due to COVID-19. B. McCarthy has heard from departments and provided tips on random sampling.

Hubbard gave an update about relaxing SLO assessment reporting deadline due to the campus closure, whereas some departments can no longer complete them in-person (class). S. Hubbard asked the committee for suggestions on how to help departments:

- B. McCarthy shared that departments utilized drop-ins and now are emailing for assistance; however, a specific number of how many people need assistance is unavailable. Inasmuch, a fair amount of departments have reached out due to reminder notifications by the deans and announcements made at Department Chair meetings. Even more, B. McCarthy shared efforts with following-up with other colleges regarding their process and remaining active on a Listserv, in which people ask questions and provide webinars. Additionally, Briana shared offering virtual drop-ins for LMC departments during May. L. Greene may oversee the drop-in assessment training during Fall 2020, as well as, S. Hubbard and C. McGrath could assist.
- Assessments may be complete, in which the department will need assistance to complete the written report. One suggestion, send a reminder email message to departments with outstanding assessments/reports. Additionally, the committee will need to decide to defer the spring deadline to fall, or have everyone honor the existing timeline.
- Assure that the message is compassionate, clear, and specific about the expectation of TLC from the departments.
- N. Ybarra shared given the current three-year assessments; extend the deadline due to the current situation of the college closure. However, the situation with departments' assessments being two years behind, whereas extending the period may not seem feasible. Granted that departments may think they do not have access to their files located on campus, yet they do if they inform their deans of their arrival to come on campus to pick-up necessary items to complete their assessment.
- R. Pedersen shared N. Ybarra's sentiments, along with sharing concerns about offering courses online with outdated assessment data. Given the fact, the matter becomes the motivation to complete dated assessments as soon as possible. Even more assessing if students are learning in the new environment (remotely).
- P. Moore questioned how many are outstanding.
- N. Hannum shared her sentiments and recommended approaching the situation with empathy dealing with the campus closure situation, all while meeting mandated requirements that remain the same, i.e., accreditation. N. Hannum recommended sending a message with words of encouragement, along with expressing the importance of upholding the existing deadlines due to emergencies. Conversely, gentle pressure with high expectations to complete the required tasks on time.

S. Hubbard will develop a message for the committee to provide feedback before sending it out to departments addressing the bulleted points shared by the committee. Additionally, B. McCarthy expressed including the drop-in sessions for assistance, granted that S. Hubbard, B. McCarthy, and C. McGrath would brainstorm on composing the message. Notwithstanding, N. Ybarra recommended

including the data on how many assessments were completed (year 1 and 2 – 63%). Along with adding that departments are contributing to the institution to assure, the college is compliant with ACCJC.

7. TLC Chair Position for Fall 2020 and Beyond Update

S. Hubbard provided an update – no applications received, which J. Bearden will send another announcement. Additionally, no one applied for the GE chair position.

8. TLC Position Paper discussion and possible recommendation to Academic Senate to delay the update of it until fall 2020

S. Hubbard shared asking Academic Senate for an extension to complete the position paper. C. McGrath shared this is a good idea, which depends on GE committee completing theirs by the end of spring.

Action: Approved (M/S: C. McGrath/R. Erwin); unanimous

9. CSLO/PSLO Discussion

Setting Up drop-ins for the rest of the semester

SLO Symposium Share-Out

McCarthy provided an updated about SLO Symposium in Monterey, February 2020. At the symposium, Briana, Scott, and Jill presented about PIP. Overall, the symposium offered a wealth of information about assessments process to include discussion on how to utilize the eLumen software.

10. GE Discussion

C. McGrath gave an update about the GE survey, and the number of submissions received back (77-FT/88-PT). Additionally, C. McGrath gave an update about revising the GE model.

11. Meeting adjourned

Meeting Dates Fall 2020
