

**Present:** Marci Lapriore (Chair), Briana McCarthy (CSLO/PSLO Assessment Coordinator), Cindy McGrath (GE Assessment Chair), Cameron Bluford (Librarian Representative); Morgan Lynn (Curriculum Chair); Marie Magante (Math & Basic Skills Rep), Tanisha Maxwell (Vice President of Student Services), Patrice Moore (CTE Rep); Nikki Moultrie (Dean of Career Education & Social Sciences); Nicholas Session (LMCAS), Ryan Tripp (PT at Large), Ryan Pedersen (Dean of Math and Sciences); Shondra West (Note-taker)

**Absent:** None

**Guest:** Bethann Stone (Administrative Assistant, Sr.) and Catt Woods (Classified Professional, Library Services)

## CURRENT ITEMS

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1. Meeting called to order 2:36 pm Location: Online Zoom Meeting
2. **Announcements & Public Comment:**  
None
3. **Approval of the Agenda**  
**Action:** Approved; (M/S: Session/McGrath); unanimous
4. **Approval of the Minutes: Dec 8, 2021**  
**Action:** Approved with amendment to add last names in the minutes to differentiate between those with the same first name (M/S: Lynn/McGrath); Abstain M. Magante and N. Session
5. **Membership share out:**
  - **Curriculum Committee:** Morgan Lynn curriculum chair provided an overview of the committee process from Fall until now, whereas they completed the review of the COOR approval process while learning how to utilize the new eLumen curriculum database system as tech reviewers. Morgan especially thanked the members for their dedication and flexibility to work through some technical challenges during the extensive process of reviewing/approving COORs. For Spring 2021, Morgan shared the committee will continue COOR tech review process, update the position paper, examine the committee structure, develop curriculum approval guidelines, enhance the agenda process, and more. Additionally, Morgan, Nikki, and Cindy have been working together to streamline the GE tech review process via eLumen. Overall, Nikki was instrumental in coordinating and overseeing the eLumen database and maintenance of it.
    - Marci asked about the new ethnic studies requirement area F. Morgan shared the college, more so Adrianna is developing ethnic studies curriculum and a program for the college, which the committee recently approved an ethnic study course. Additionally, the CSUs is creating an ADT for ethnic studies. Starting Fall 2021, new students will need to satisfy the new area F requirement.
  - **Library Services:** Cameron provided an update regarding an email he sent to the campus community about library resources available for reserve by both faculty/students. Additionally, CTE books are being ordered for students to access via the library. Students can contact the library (Librarian) for assistance to reserve materials by scheduling an appointment. For Valentine's day and African American month, Cameron shared the library webpage was updated to include specific books and recourses on the topics. Cameron also shared the process in which students can request library materials to pick-up, e.g., books or DVDs.

- Cindy asked about the library students learning outcomes and if classes are being offered. Cameron confirmed that library services currently does not offer classes but does promote information literacy sessions. Also, Cameron will follow-up with Christina Goff about LSLOs.
- **GE:** Cindy shared the first GE meeting of the semester is scheduled for Wednesday, 2/10/21. Additionally, Cindy gave an update about the GE Flex that was offered in January 2021. The goal of the flex was to share the GE committee's work of writing the new GESLOs and revising the descriptors for the new model outcomes. Inasmuch, the reading, writing, and critical thinking descriptors were assigned for TLC to complete, which is currently a work in progress. Now that the six descriptors were shared and discussed at the flex, the next step is to share them with the department, and then develop a packet on how to write a GE course outline for faculty use. Additionally, the new GE requirements will be incorporated into the eLumen GE tech review process. Cindy reflected on the eLumen tech review process, sharing some of the challenges determining if courses met GE due to the software components' layout did not accommodate compartments for GE specific requirements. Cindy also provided an update about the new information literacy, scientific inquiry, and quantitative GESLO requirements. Furthermore, addressing how to integrate these requirements and assisting departments with it. Cindy also shared one idea to assist faculty with the information literacy requirement, and if library services can create an information literacy module that faculty can adopt via Canvas. To conclude, Cindy discussed how best to provide more information about the GESLO to the campus community, in which one idea is to report out during a college assembly either at the end of Spring or the beginning of Fall 21. The intent is to explain the GE model in detail regarding guidelines and expectations.
  - Morgan asked if GE and curriculum reading, writing, and speaking requirements will be the same as outlined in Title V. Cindy confirmed that yes, the requirements should be similar to meeting Title V and as a college-wide requirement. Cindy also shared is best to develop consistency when revising and writing the descriptions.
- **Planning:** BethAnn gave a planning committee update sharing that an ISLO core group is being coordinated to refine and define the ISLO requirement according to standard 2a.11, no later than May. Recommendations made by this group will be presented to SGC via the planning committee. Chialin has been involved with coordinating the ISLO core group, agenda, and meeting dates. Additionally, BethAnn provided a report on the program review strategic initiatives being developed as templates for eLumen and its assignment to each program unit. The leads for the eLumen program review process is underway, in which a pilot will be available by March. BethAnn also provided an EMP report, in which a spreadsheet has developed to capture the work completed during different planning events, e.g., college assembly. The EMP inventory of events aligns with the planning committee goals and objectives. For example, the EMP addresses the role of leads that review data for a particular program, like Dave Belman and Kelly Green K-12 assignment. In conclusion, BethAnn shared that an employee engagement survey is underway and asked that each area take time to review it before sending it out college-wide. For instance, TLC will receive sections 3 and 6 to review and provide feedback to the planning office by March 1<sup>st</sup>. Note that the survey is being sent early so it's not competing with other surveys coming down the pipeline and avoiding survey fatigue.
  - **Student Services.** Dr. Maxwell shared information about Learning Support Outcomes (LSO), and that there is an upcoming meeting scheduled for Feb. 23, 2021 for the Student Services (SS) LSO

committee. In looking at their approach to co-curricular assessment, Student Services created a more robust, flexible and dynamic assessment model to include a required focus on student learning outcomes and optional assessment options that focus on employee and service area learning outcomes. Student Services has moved from a 5-year assessment cycle that conducts assessment once in that cycle to a shorter 3-year pilot assessment cycle that commits to assessment of identified LSO's annually for a 3-year cycle. An annual assessment timeline has been established for this pilot assessment cycle. Additionally, Dr. Maxwell shared that the SS LSO committee is working on clarifying current Learning Support Outcomes assessments in Student Services that were impacted by COVID and the transition from in-person to remote services by considering any modifications needed to adjust to current conditions. The SS LSO committee also engages in a peer-review process where the representatives from the Student Services departments receive quality assurance feedback and support from their peers for their approaches to assessment and any respective results. Furthermore, Dr. Maxwell has been meeting with Nikki and Chialin regarding eLumen in conjunction with the Student Services assessment process.

- Morgan asked if the different Student Services departments will have separate Learning Support Outcomes. Dr. Maxwell confirmed that yes, each department has Learning Support Outcomes unique to their area. The Learning Support Outcomes are limited to five. One LSO must focus on student outcomes. All LSO's must align with the division's guiding principles and at least one of the department's comprehensive program goals. Further, Dr. Maxwell and Chialin are collaborating together to develop a Student Services data dashboard to enhance the Learning Support Outcomes assessment process and streamline common Student Services departmental data needs for annual reporting to the state. To conclude, Dr. Maxwell addressed Marci's question about the development of the guiding principles being a collaborative process across the Student Services division and provided general descriptions of the guiding principles.

#### 6. Review & Updated eLumen Calendar

**Timeline for implementation:** Nikki shared the timeline with the committee as far as what was worked on for Fall and Spring semester and what's to come. Additionally, Nikki provided a snapshot of the completed curriculum process and how entering programs in eLumen is the next step. Once the programs are in eLumen, the PSLOs will be generated into the assessment area of eLumen. Building eLumen, plus curriculum training will continue throughout the semester. With regards to the assessment portion of eLumen, it's a district-wide effort, in which there are some technical challenges that the developers are working on. Nikki shared that how-to-guides are being developed and best practices to train individuals on using eLumen. Furthermore, SLO mapping once housed in the paper COORs will be monitored by eLumen, thus proving data details for departments use. Briana shared her discussion from meeting with Marci and Nikki regarding eLumen and the TLC best practices. One proposal is utilizing TLC time to move forward with the eLumen development and pilot to move the project forward to launch by Fall 2021.

- Tanisha asked if the eLumen work would include instructional, or other department areas to utilize the assessment component. Nikki confirmed that the instructional piece is the focus, and

student services is a work in progress. One recommendation is to meet separately with student services to develop the assessment aspects in eLumen.

- Tanisha asked about the status of revising the position paper in relation to enhancing the assessment process. Marci shared the work is more than revising it, such that it requires an in-depth review of updating the position paper upon completing eLumen in relation to the committee's charges. In consideration, Briana asked the committee to think of the intentionality of the PSLO assessments and the process for next year as a backwards design.
- Cindy asked about assessing the carryover of the GESLOs since there was a revision to it; and being unable to assess the new ones starting in Fall, and too late to assess the previous ones that were eliminated. Briana's response is to consider developing a GE flex to discuss this with the campus community. Ryan P. shared to consider focusing on the CSLO eLumen pilot as an overarching process to address instructional and student services departments in relation to developing a review process.

**Backward planning:** Tabled

#### 7. eLumen Work Time - Tabled

Marci shared she will send the employee engagement survey to the committee, and asked if they could provide feedback via email.

Adjourned: 4:04

#### **Next Meeting Date Spring 2021 from 2:30-3:55 pm**

- March 9
- April 13
- May 11