

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

**Absent:** Patrice Moore (CTE Rep); Ryan Pedersen (Dean of Math and Sciences); and Nicholas Sessions (LMC Associated Students)

**Guest:** Catt Woods (Classified Professional, Library Services)

## CURRENT ITEMS

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1. Meeting called to order 2:30 pm Location: Online Zoom Meeting
2. **Announcements & Public Comment:**  
None
3. **Approval of the Agenda**  
**Action:** (M/S: C. Hsieh/R. Tripp) approve; unanimous
4. **Approval of the Minutes: Feb 9, 2020**  
**Action:** (M/S: T. Maxwell/M. Lynn) abstain C. Hsieh; approved  
**Approval of the Minutes: March 9, 2021**  
**Action:** (M/S: M. Lynn/C. Hsieh) approve with correction; unanimous
  - Change module to model
5. **CSLO Coordinator Position**  
Marci shared that the CSLO Coordinator position is open, and Natalie sent an email announcement, but no one has applied yet. Marci brought forth the announcement to the committee for their help to contact people or share ideas on who to select for the position. Brianna's term in the position has ended, and she is transitioning to PIP. The CSLO position is open to start Fall 2021.
6. **Institutional Student Learning Outcomes Development (ISLO Core Group)**  
Marci shared a document with the committee outlining the ISLO Core Group charges, task timeline, meeting schedule, membership, and reporting structure. Marci also shared what occurred at the ISLO Core Group meeting, in which they discussed and developed the charges, looked at other colleges' ISLOs; used an online moral tool for the group to share and post their thoughts on it. The work completed by the group is transparent, and all are welcome to share. Cindy was instrumental in sharing historical practices, especially in developing past ISLOS, converted to GESLO. Additionally, sharing how regulation (Title V and ACCJC) practices ensued, switching from ISLOS to GESLO, and revising the GESLOs to the current GESLO model.
7. **Curriculum Cycle Update**  
Nikki provided an in-depth view of the curriculum timeline to include:
  - Curriculum meeting scheduled dates when members review and approve courses & programs

- Board of Trustees dates as the group that receives the final curriculum documents to approve before they are sent to the State Chancellor's Office for approval.
- Catalog and schedule dates when items should be approved for the advertisement to students when picking classes to meet curriculum approved program/transfer requirements. A catalog addendum is available that captures courses/programs after the fact, but students and the community often look at what is published in the schedule and catalog, thus overlooking the addendum. Also, Colleague database and scheduling process is an operational system has different components; housing faculty, student, accounting and hiring information which curriculum data impacts the processes.
  - State Chancellor's deadlines when Governing Board approved items are submitted for approval
  - CSU Transfer and articulation dates for the approval of courses to meet university requirements. It's important that departments submit curriculum documents to be approved in fall, no later than November to submit for transfer/articulation by Dec.
  - CID approval is an ongoing process that can be submitted throughout the academic year
  - Programs that require updates is also an ongoing process submitted throughout the academic year, consider that they align with the curriculum, board, and state approval deadlines

The committee discussed eLumen operation congruent with meeting deadlines and the workflow processes. With eLumen, the COOR process is paperless; however, there were forms that were not paperless, such as the online and pre/co-requisite forms uploaded as attachments in eLumen to individual COORs. Overall, the eLumen workflow includes a signature process whenever curriculum items are submitted, which the curriculum chair signs off on all the forms. Nikki also shared upon completion of the eLumen curriculum workflow, the scheduler prints a final copy of the curriculum documents, which is forwards to the VPI and the Governing Board. The scheduler will forward board approved documents to the State by entering it their state database. Once final approval is received from the state, the scheduler inputs the information in Colleague.

Nikki provided a glimpse of how eLumen curriculum data is viewed by the public online. Using DVC's website to perform a course outline of record search, the data is quickly available to the public without waiting for individuals to upload documents to a website. With use of the eLumen database, the public view of curriculum documents allows access to view the COOR, program requirements, sample assignments, prerequisite forms, online addendums, course max forms, transfer requirements, units/hours, GESLOs, CSLOs, etc., basically data that's connected to the course.

Nikki asked the committee for their feedback about courses being assessed whether to include them in the current curriculum cycle or the next one? The committee asked about the pros/cons of it, furthermore discussing how the assessment and curriculum timeline are not aligned. With assessment, faculty have one year to complete them. Even though assessments are completed in the fall, the departments use spring to discuss and revise the COOR or programs. A recommendation is to align the assessment and curriculum processes to be completed by Fall, with a target date of Fall 2022 so that other entity deadlines are met, e.g. request for transfer/articulation. This is a topic of discussion to add to the next meeting agenda.

Considering that course assessment (cohort) dates are not aligned with curriculum due dates, further discussions are needed to develop task alignment of assessment dates to include submission of COOR revisions. The assessment timeframe when items are completed is another layer but separate layer to the curriculum processes, which takes a year. The data used for assessment is a semester-long process, which the following semester is used to reflect and discuss revisions needed based on the assessment data results. The benefit of using eLumen for assessments is that they are completed in real-time, with no longer waiting for documents uploaded to a system. The committee further talked about the fall deadlines and its impacts on assessment, more so thinking about how to create a system between assessment and curriculum as an integrated whole and not separate entities. One possibility is to eliminate the summer assessment deadline and have them due September 30. Also, considering departments may have established a workflow when assessments are due; therefore, another possibility is having assessments due in spring to submit curriculum items by Fall. One downfall, CTE courses, PTEC, Nursing, etc., have an irregular course offering scheduling; they do not offer the same courses each semester (fall/spring). CTE offers courses in cohorts once per term in the academic year, so they may not meet a set curriculum deadline for when assessments are due.

There was a recommendation to have this discussion at the next department chair meeting to receive feedback. Briana shared working as the CSLO Coordinator, during the assessment follow-up process with departments, there was confusion about completing the assessment process overall and when. eLumen will help fix some things as a paperless process to include deadlines/notifications when things are done, but what is the accountability for completing or not completing assessments? It was shared that some colleges tie their RAP and strong workforce processes into the assessment process. Another accountability piece is to look into the institutional effectiveness processes.

8. eLumen Work Time: Pilot Group SP21 - tabled
9. Adjourned: 4:01