<u>Present</u>: Marci Lapriore **(Chair and CSLO/PSLO Assessment Coordinator**), Nina Ghiselli (Counseling Faculty) Rikki Hall (Admissions & Records, Director); Chialin Hsieh (Sr. Dean, Planning & Institutional Effectiveness); Morgan Lynn (Curriculum Chair/English Faculty); Adrianna Simone (GE Chair/Social Justice Faculty); Ryan Tripp (Social Science Faculty/PT Faculty at Large); Shondra West (Note Taker)

<u>Absent:</u> Briana McCarthy (PIP Program/Biology Faculty); Natalie Hannum (Vice President of Instruction); Tanisha Maxwell (Vice President of Student Services); Patrice Moore (Career Education/Nursing Faculty); Ryan Pedersen (Dean of Instruction: Math and Sciences); and Tue Rust (Math Faculty).

<u>Guest:</u> Cindy McGrath (Journalism Faculty)

CURRENT ITEMS

Location: Online Zoom Meeting

1. <u>**Meeting called to order**</u>: 2:34pm

2. <u>**Announcements**</u>: Call for the Curriculum Chair by Academic Senate will be announced. Morgan Lynn Chair assignments ends May 2022. Anyone who accepts the position can shadow M. Lynn during the Spring and start in the Fall.

   The TLC Chair and CSLO/PSLO Coordinator positions are other Chair assignments are available for Fall 2022 because Marci Lapriore's term ends in May.

3. <u>**Approval of the Agenda**</u>: **Action:** Approve (M/S: M. Lynn/R. Tripp); unanimous

4. <u>**Approval of the 11/9/2021 Minutes:**</u> **Action:** Approved (M/S: M. Lynn/C. Hsieh); (1) abstention: N. Ghiselli

5. <u>Comprehensive Program Review Template (CPRT)</u>
   - C. Hsieh presented the draft CPRT and provided details of the document whereby to collect feedback to improvise the document before it's approved by the Planning Committee. The college is completing year five of the program review cycle, (2021-2022) The next phase of the cycle is completing a comprehensive program review for 2022-23. Using this template will help departments write their comprehensive program review summary, more so as an opportunity to revisit, establish, or amend program goals for the next five years.
   - C. Hsieh screenshared the CPRT document. The Program Review (PR) cycle chart developed by Cindy McGrath was screenshared as well. In completing the comprehensive program review, the summary will capture the entire PR cycle starting from 2017 through 2022. The template is used for departments to reflect the items in need for the review.
   - C. Hsieh shared the template contains resource links directing individuals to board, administrative and Ed code policies and procedures that should be addressed in the review. After explaining how the resources are used, C. Hsieh shared how the template

items A-H are applied in the review process and provided examples of how data is used to substantiate the review findings.

Questions:
- Item "F" student work preparation vs. transfer, whereas most students are planning to transfer instead of working. Do departments need to identify the potential jobs? C. Hsieh shared that the departments should indicate the types of potential jobs available once they finish earning degrees/certificates.
- Concern that Item E and F are reporting outcomes to capture data, and are not action items to implement new processes.
  - o M. Lapriore will provide the new language on "F."
- A recommendation to tailor a question on how departments are meeting the program outcomes more to identify the obstacles and develop best practices in addressing them.
- A question was asked about understanding the workflow difference between the PR, comprehensive review, and the SLO/PLSO assessment. Inasmuch, the program review is different from the PSLO assessment and comprehensive review. C. Hsieh shared that the program review is a shorter reporting document focused looking at data with intended outcomes to PSLO/CSLOS; however, the comprehensive review, is multifaceted assessment of the entire PR cycle as it relates to meeting institutional goals.

6. Update on PSLO Assessment 2021-2022 plan
   M. Lapriore screen shared the PSLO workgroup sessions that are planned between February to May coordinated by B. McCarthy. The goal is to help departments evaluate the PSLO process. M. Lapriore shared the different workshops which are available in GROW to enroll.

7. Institutional Student Learning Outcomes Process Update
   M. Lapriore gave an ISLO update sharing that the group completed the ISLO charges, outcomes, and descriptions. Academic and Classified senate approved the ISLO final document, and now the project is ready for SGC approval this upcoming week.

8. Updates from Student Services/Counseling LSO update(s)
   N. Ghiselli gave an update about Student Services Departments (SSD) completing their PR, which the dean and vice president are reviewing as the final step. In addition, SSD meets monthly to discuss LSO assessments. The goal is to develop, review and evaluate the LSOs and establish ongoing outcomes.

Good of the order: none

Adjourn: 3:26 pm