



Assessment of Student Learning
 Tuesday, August 29, 2017, 3:30 – 5:00 PM
 CA 210

Present: Brad Bowers, Delia Lechtenberg, Bonnie Housh, Jeannie Almanza, Shawna Shoaf, Travis Parkhurst, Liz Medendorp, Lynne Ross, John Jakeman, Kari Lee, Todd Ecklund, Andrea Valencia, Ann Oreskovich, Edward Tracey, Jamie Schnider, Cody Hager via PolyCom

Chair: Brad Bowers
 Recording Secretary: Susan Pelto

<u>Agenda Item</u>	<u>Comments</u>	<u>Action</u>
Approval of Agenda & Minutes from prior meetings <ul style="list-style-type: none"> • Approve Agenda • Approve 4/18/17 Minutes Approved • Approve 8/15/17 Minutes 	<p>The Agenda was approved.</p> <p>The Minutes of both meetings were approved as presented.</p>	<p>Approved Approved Approved</p>
Operational Procedures Revisions Review <ul style="list-style-type: none"> • Membership / Voting Members 	<p>Discussion.</p> <ul style="list-style-type: none"> • It is important that the number of members should not be restricted. We need balance: 3 per division as voting members, others are welcome. Discussion about whether coordinator should be a voting member. • Add 3 <u>voting</u> members per division to document, including one assessment lead per division. • Clarification of branch campus members, they are voting. 	<p>Brad will type up another draft and send it out. We'll try to have it in place before the HLC arrives. We'll get feedback and do an electronic vote if we need to.</p>

- Division Leads

- Assessment Coordinator

- Under voting member, something that says the coordinator is non-voting. Make number 7 describing non-voting members.
- Would like to see part time instructors represented as voting members. That could be explored with a subcommittee. Part timers could be paid for their time. It comes out of the deans' budgets. Consensus was to hold off and let subcommittee explore it. Meanwhile they are welcome as non-voting members.
- Need to include comment on what role the leads take with eLumen. Needs to reflect change from paper to eLumen.
- How often should leads meet with individual Chairs? Specifying that would be too restrictive. eLumen will help reduce the need for meetings. Chairs should be going to the lead first when they have questions. This should be a new point 2. Do we need statement that contact needs to be maintained? A minimal statement is fine, but it should indicate that the division leads determine the need for contact.
- We also need a statement that leads channel info to coordinator.
- Discussion about including the points in the old number 2 in point 1. They will be combined.
- The language in point 5 will be tweaked to cover all campuses and added to 1 and 2.
- Put data steward assignment under point 8 for coordinator.

<ul style="list-style-type: none"> Other Updates and Modifications 	<ul style="list-style-type: none"> Liz wondered if the leads would like to go to the other campuses to work with those folks. Todd thought it would just be for this year while they start working with part time instructors. Cody thought the leads could help. For the leads to go would be a budget issue. Point 6: It might be better to change section heading and separate duties of leads from duties of committee. It was decided to strike point 6 entirely. Point 7: It was felt this was covered under 2. 	
<p>Part-Time Instructor Involvement</p> <ul style="list-style-type: none"> Liaison Sub-Committee? Adjunctorium Guide & Expectations 	<p>Postponed due to time.</p>	<p>Be thinking about this for later discussion.</p>
<p>HLC Visit - September 25-27</p> <ul style="list-style-type: none"> Getting out a consistent message to faculty and staff <ul style="list-style-type: none"> Methods: emails, stickers, training sessions 	<p>Todd said there will be a focused session for the committee members to attend. Others can go as well. The hard questions will be asked then. Todd will be on the agenda to do a mock session at the next meeting. They will also ask some of the questions at the open faculty forum. Kari is working on stickers for the flash cards.</p>	
<p>New/Refocused Sub-committees</p> <ul style="list-style-type: none"> Part-Time Instructor Involvement Improvement Planning Student Involvement Assessment Workshops combing eLumen and Culture Change Others? 	<p>Postponed.</p>	
<p>Goals for 2017-18</p>		

<ul style="list-style-type: none"> • HLC 2018 Conference Proposal • Program-level integration • Improvement Plans • Others? 	<p>The proposal is to do a presentation. Todd has budget for two reps to go, and Perkins funds have been requested for two CTE faculty to go.</p> <p>Postponed.</p> <p>Postponed.</p> <p>Postponed.</p>	
<p>Sub-Committee Reports</p> <p>eLumen: Shawna, Kari, Liz, Bonnie Rubric/SLO: Ann, Travis, Liz Culture Change: Andrea, Brad Resource Guide: Bonnie, Marisa</p>	<p>Discussion about new subcommittees for this year.</p> <ul style="list-style-type: none"> • Part-time instructor involvement. • Improvement Plan. Include with Rubric/SLO? • Rubric/SLO group could start working on Program level rubrics/SLOs. Should the Improvement Plan group have its duties spread out to the other sub-committees. • CTEAL/Assessment Workshops SC would be assigned to Resource Guide. • Further out, we may want a student involvement subcommittee. I.e., do students understand what they are being assessed on? 	<p>HLC prep subcommittee: the leads, Brad, Liz. Email Brad if you're interested.</p>

Reminders and Good of the Order:
Part-Time Instructor Training & Faculty Refresher – Wednesday, August 30th, GATC 234C, 6:00 to 7:00 p.m. Please invite others.
Liz met with someone from the System office who wants us to do workshops for other colleges.
Showcase Posters: Liz might announce a deadline. We are still accepting these.
eLumen support address (elumensupport@pueblocc.edu)

Adjourned at 5:07 pm.

Submitted by Susan Pelto