

**Assessment of Student Learning Committee Minutes
Tuesday, September 19, 2017, AB 010, Fremont A-105, WebEx**

Members 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

Guests:

Recording Secretary: Susan Pelto

Agenda Item	Notes	Action
Approval of Agenda & Minutes from prior meetings <ul style="list-style-type: none"> • Approve Agenda • Approve 8/29/17 Minutes 	<p>The meeting was called to order by Brad Bowers, Chair at 3:34 pm.</p> <p>John Jakeman moved to approve the agenda. There was a second and the motion passed.</p> <p>John Jakeman moved to approve the minutes. There was a second and the motion passed.</p>	<p>The agenda was approved.</p> <p>The August 29 minutes were approved.</p>
HLC Visit Preparation Training - September 25-27	<p>Dr. Ecklund led the group in a review by asking possible questions.</p> <p>Dr. Ecklund clarified that, in the future, all faculty and instructors will report on the assessments for at least one course that they teach.</p> <p>Dr. Ecklund said that he has appreciated the opportunity to attend meetings, but after the HLC visit he will probably only attend when needed.</p>	
HLC Visit Preparation Discussion - September 25-27 <ul style="list-style-type: none"> • Stickers • Highlights pdf and PowerPoint 	<p>The HLC Subcommittee asked if everyone had their stickers. Not everyone did, but we intend to have them all out by division meetings later this week.</p> <p>Shawna has prepared a single page flyer. Shawna will prepare a PowerPoint. Brad said everyone on the</p>	

	<p>subcommittee was excited about assessment. They would like it displayed at the division meetings. Paper copies should go in the division meeting packets.</p> <p>Everyone seemed comfortable with the level of preparation. They liked the forums conducted by Dr. Ecklund.</p> <p>We need to make sure that it's not just one or two people answering questions. The HLC wants to know that we all understand.</p>	
<p>Operational Procedures Revisions Review</p> <ul style="list-style-type: none"> • Draft review <ul style="list-style-type: none"> ○ Coordinator to get a vote on subcommittees? 	<p>Brad led a discussion so we can finalize it before the division meeting.</p> <p>Should the Assessment Coordinator have a vote? Does it need to be mentioned? No.</p> <p>A question about the Coordinator serving as Chair of the committee. Liz explained that was there because of her job description. If she cannot vote as Coordinator, could she vote as Chair in the event of a tie? A phrase will be inserted to the effect that the Coordinator can serve as an interim chair in the event of a vacancy.</p> <p>A change will be made removing “established” before subcommittees under the Coordinator’s role. No. 6 Qualifications.</p> <p>Shawna moved to approve to the Operating Procedures with the recommended edits. There was a second. Discussion about the role of adjuncts. Discussion about how many years someone should have taught before they can serve as a member. The motion passed unanimously. Brad will post on the U: drive.</p>	<p>Discussion and Approval</p>
<p>Checklist and Timeline for Fall 2017/Spring 2018</p> <ul style="list-style-type: none"> • Point of Information and Report 	<p>Liz said that several folks liked the checklist that was done for Spring semester. They would like one for Fall. She asked if we wanted to keep it as one section of one class. Someone suggested waiting until after the HLC visit to make a determination. Using more ISLOs might be more important that doing more sections. A deadline which is college-wide for the planners is better. It was suggested to use a deadline</p>	<p>Discussion</p>

	such as “2 nd week in November” as opposed to a specific date. The recommended task were discussed.	
Document Accessibility Issues for ADA <ul style="list-style-type: none"> • Point of Information and Report 	Brad introduced the topic. The committee prepares many documents which are emailed or posted online. Discussion.	Discussion
Sub-Committee Reports <ul style="list-style-type: none"> • Part-Time Instructor Involvement: Marisa, Beth, Cody, Joan, Bonnie • SLO/Rubric Review: Ann, Travis, Liz, Ed • Assessment Workshops: Andrea, John, Liz, Bonnie 	Has not met. Bonnie will organize. Has met to discuss the workshops they want to hold, and how often. Liz would like to develop a list of “eLumen ambassadors.” She would also like ideas for topics.	

Reminders and Good of the Order:

Showcase Posters – Reminders in Division meetings

eLumen support address (elumensupport@pueblocc.edu)

John moved to adjourn at 4:54 pm.

Submitted by Susan Pelto