Meeting Minutes

Members Present: Patricia Chow, Patricia Flood, Sarah Master, Leslie Milke, Monica Moreno, D’Art Phares, and Dennis Schroeder

Absent Members: Michael Allen, Angela Echeverri, Mike Reynolds, Jan Silver, and Bob Smazenka

Guest: Dr. Matthew Lee

1. Review of agenda – The agenda was reviewed and accepted.

2. Review of minutes from 2/25/2014 – M/S/U (Leslie Milke/D’Art Phares) to approve the minutes of the Feb. 25, 2014 meeting with the correction of changing “De. Lee” to “Dr. Lee.”

3. Review status of items from prior meetings –
   - Sarah Master informed the committee that the process for the annual evaluation and improvement of the institution-set standards for student achievement that was finalized at the Feb. 25th, 2014 RATF meeting (and reviewed again over email after that, with no further changes suggested) received College Council approval at the March 20th, 2014 College Council meeting.
   - The request form for submitting research requests to OIE will be launched as soon as the oie@lamission.edu email account is established so that requests can be submitted to that account.

4. ACCJC 2014 Annual Report – Question 23 –
   - Sarah Master asked for ideas of how to respond to question 23 of the ACCJC 2014 Annual Report (see attached for the text of the question). The committee agreed that the response should discuss the very effective and campus-wide process that took place to set the standards, which involved a thorough review of data and discussions across different campus constituencies, and that the standards received final approval from the College Council and President. The process for the annual evaluation and improvement of the institution-set standards for student achievement should also be discussed.

5. Recommendation from RATF on OIE promotion of ongoing, robust, and pervasive dialogue about the continuous improvement of student learning and institutional processes –
   - The committee discussed the attached recommendation from RATF on OIE promotion of dialogue. It was additionally suggested that OIE document the meetings and
presentations that are done by OIE (with dates) as evidence of this dialogue – this documentation could be done on the research calendar.

- M/S/U (Leslie Milke/D’Art Phares) to approve the attached recommendation from RATF on OIE promotion of dialogue.

6. **Final review of list of campus training needs and recommendation from OIE on how to meet those needs**

   - The committee discussed the attached recommendation from OIE on how to meet campus training needs on research and data with the following points made:
     i. Revise the title and first sentence to read, “...Campus Training Needs on Research and Data”
     ii. Add “and Student Services” after “Administrative Services” in the fifth bullet point on the page.
     iii. Add a final bullet point stating that training materials will be posted on the OIE website as appropriate for use by the campus community.
     iv. The Eagle’s Nest could house copies of presentations, and presentations could be provided as part of the Eagle’s Nest activities (could be “refreshers” for faculty).
     v. M/S/U (Leslie Milke/D’Art Phares) to approve the recommendation (with the edits noted in i., ii., and iii. above) from OIE on how to meet campus training needs on research and data (the attached version is the revised version).

7. **Final thoughts/items from the floor**

   - The RATF has completed its outlined tasks with the completion of items 5 and 6 above, and thus will no longer be meeting.
   - The group discussed that it could always be called to meet again in the future if the need arises.
   - The group agreed that this was a very productive and effective committee.

8. **Adjournment**

**Minutes – S. Master**
ACCJC 2014 Annual Report, Question 23:
Effective practice to share with the field: Describe examples of effective and/or innovative practices at your college for setting institution-set standards, evaluating college or programmatic performance related to student achievement, and changes that have happened in response to analyzing college or program performance (1,250 character limit, approximately 250 words).

Recommendation from the Research Advisory Task Force on how the Office of Institutional Effectiveness (OIE) will promote ongoing, robust, and pervasive dialogue about the continuous improvement of student learning and institutional processes:

The Research Advisory Task Force (RATF) recommends the following course of action for OIE promotion of ongoing, robust, and pervasive dialogue about the continuous improvement of student learning and institutional processes: In 2014-2015, facilitation of dialogue by the OIE should focus on committee participation, presentations, and trainings in the priority areas identified by the RATF, in order to provide tools to engage in informed, evidence-based dialogue. In spring 2015, the OIE will re-evaluate campus needs, in consultation with the appropriate groups (e.g., the Accreditation Steering Committee and Academic Senate) to determine how to further support the campus’ ongoing dialogue to improve student learning and institutional processes.
LAMC Campus Training Needs on Research and Data

In fall 2013, the following campus training needs on research and data were identified during Research Advisory Task Force meetings and through a review of Program Review feedback:

1. **Current Training Needs Related to Data/Data Interpretation:**
   1.1 Use of available data tools
   1.2 How to acquire data (data access and execution of research)
   1.3 How to approach/interpret data and draw conclusions (trends, patterns, outliers, etc.)
   1.4 Training “local leads” in each department who can train others in their departments
   1.5 Using data to justify full-time hires to the Faculty Hiring Prioritization Committee

2. **Current Training Needs Related Student Learning Outcomes Assessment:**
   2.1 Using rubrics to assess and interpret outcomes
   2.2 How to use and look at data for use in writing SLO reports
   2.3 SLO training for adjuncts (including good examples of SLO reporting)

**Training Opportunities to Meet the Identified Needs**
The Office of Institutional Effectiveness (OIE) recommends providing campus-wide, division/departmental, and individual training experiences to address the campus research and data training needs above. In spring 2015 (and on an annual basis thereafter), the OIE will re-evaluate campus training needs, in consultation with the appropriate groups, to improve and expand training opportunities for the campus community.

- Flex Day workshops/presentations (1.1, 1.2, 1.3)
- SLO Summit workshops/presentations (2.1, 2.2, 2.3)
- Distribution of “Tips for Data Analysis” document (1.3, 1.4, 1.5, 2.2)
- Presentations in Council of Instruction and Student Support Services Committee meetings (1.4)
- In spring 2014, a consultant will provide data interpretation and Service Area Outcome assessment training for the Administrative Services and Student Services divisions (1.3, 2.2)
- Ad hoc trainings when requested by a division, unit, or individual, prioritized according to the system for prioritizing research requests (all)
- Training materials will be posted on the OIE website as appropriate for use by the campus community.