LAMC LEARNING OUTCOMES ASSESSMENT COMMITTEE (LOAC)
Minutes of Meeting February 4, 2014
1:30 p.m. – 3:00 p.m.

Present: Co-Chair, Pat Flood, Stephen Brown, Robert Crossley, Patricia Chow, Par Mohammadian, Nina More, Monica Moreno, Riye Park, Deborah Paulsen, Jolie Scheib, Debbie Wong, Marie Zaiens, Louie Zandalasini

1. Review of minutes of January 28, 2014 meeting

2. Final approval of LOAC Charter
   Deborah Paulsen moved to approve the LOAC Charter, seconded by Stephen Brown. It was unanimously approved.

3. Student Survey on SLOs
   • The Student SLO Survey was distributed to all Winter Intersession faculty (40 sections) Friday, January 31 and is due Monday, February 10.
   • Academic Affairs will assist with keeping track of which instructors return the survey packets.
   • We will discuss the results at the next meeting.
   • It was suggested that we ask the instructors that distributed the surveys if there were any questions/confusion regarding the survey.
   • Some suggestions were made for the survey questions for the next time. All agreed that this pilot survey will help raise awareness and generate discussion.
   • The process for distribution of the spring survey was briefly discussed. It was suggested that we possibly use a random section selection for a number of paper surveys and distribute the rest online.

4. Summary of conference call discussion points with LAMC consultant
   Dr. Matthew Lee
   • A summary section will be added to the Spring 2014 Chairs’ Summary reports about the number of SLOs/PLOs assessed, were benchmarks met or not met (If not met, is there a process in place to help students achieve them next time?), highlights of improvements made and changes planned, and a reflection on what has been learned.
   • The Accreditation Steering Committee is planning to have the LAMC follow-up report for the ACCJC completed by 2/13.
   • Sarah Master, Deborah Paulsen, Pat Flood, and Dr. Lee will meet with LAMC’s web developer Nick Minassian on Thursday, February 6, about some of the additional information that would be helpful to have on the online SLO system; for example, in addition to the rubric average, it would be helpful to know the (1) proportion of students who have reached the benchmark, (2) the total number
and percentage of assessments that have been submitted, and (3) how many courses and PLOs have had at least one SLO/PLO assessed. The same is true for the service area outcomes (SAOs). LAMC has over 1,200 course SLOs.

- Debby Wong mentioned that Math usually does an attachment as its assessments are very extensive. We need to be sure these assessments are counted. Debby said she will discuss this with Tigran in the Math Department.

5. Highlights and discussion of Chairs’ Fall Semester Reports
- Pat stated that almost all SLO/PLO reports have been turned in; only one department has not completed the report, however, they are the largest department in the school and they have reported that they are almost done. CSIT assessment results also were not included as part of the Math/CSIT Department report.
- The Chairs’ Assessment Reports will be posted on the SLO Web page under “Assessments and Reports” and the two-page summary will be sent to all faculty and staff for further discussion at Council of Instruction and the Academic Senate.
- LOAC members reviewed a two-page bulleted summary of the Chairs’ reports. Members commented that the work done had been extensive, much value had been obtained from the assessments, and meaningful improvements have been made as a result.
- Some problems with the present online system was discussed: individual courses are mapped to PLOs, but we do not know which specific SLOs support which PLO. Another issue brought up was that when we do a roll-up assessment, we need to capture the students that are actually in the programs and find the different ways that we can identify them, such as through a capstone course. We can identify students that have taken a particular sequence of courses, such as anatomy and physiology to show that they are a biology major, but in other areas, it is more difficult to identify the majors.
- It was mentioned that we should look at defining an assessable student for a PLO and leave it up to the department to identify students enrolled in the major. Some students do not identify their majors, yet take many units in the discipline.
- ESL doesn’t have a degree or PLOs; however, they do offer a sequence of courses. It was suggested that they consider using a capstone course to assess the sequence keeping in mind the overarching outcomes of what they want students to achieve.
- The comment was made that some students may have a different set of objectives and educational plan. The question was asked, “Can we get access to education plans from counseling?”
• Deborah Paulsen mentioned that we can send messages directly to discipline students using Blackboard Connect and that Nick Minassian can set this up for a department chair.

6. **Recommended trainings for the Spring 2014 semester?**

   The question was asked, “For Spring Professional Development, what do people want help with?” The following suggestions and comments were made: training at different hours for adjuncts. Start with the philosophy; then give an overview of the system as a refresher for both day and evening instructors. Par’s PowerPoint presentation on the SLO system is very good. We need to emphasize the improvement plan. A video and PowerPoint would be good. Most adjuncts feel empowered by the assessment because it means they get a voice in decisions. Pat requested that members ask their departments and areas what their faculty/staff would like for additional training.

7. **Summary of LAMC’s First Annual SLO Summit**
   (See January 28 packet of materials)

   Pat mentioned that the summary of the evaluation of LAMC’s First Annual SLO Summit was included in the January 28 packet of materials and asked members to review it.

   (Tabled due to time)

9. **Next meeting – Date and Time:** Wed. Feb. 19, 3:00-4:30 p.m.
   A survey for common meeting times for the semester will be sent by Marie Zaiens.

**Adjourned 3:07 p.m.**

**Recorder:** Deborah Paulsen