



<b>Learning Outcomes Committee Minutes</b>	<b>Monday, August 14, 2023</b> <b>Zoom</b> <b>2:30 – 4:00 PM</b>
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**Type of Meeting:** Regular  
**Note Taker:** Gary Heaton-Smith

**Committee Members (15+2):**

- Gary Heaton-Smith, Faculty Co-Chair
- Meeta Goel, Administrative Co-Chair
- Svetlana Deplazes, Data Steward
- VACANT, AA Rep
- Tiesha Klundt, Faculty Area Rep (Counseling and Matriculation)
- VACANT, Faculty Division Rep (CTE)
- Samuel Padilla, Faculty Division Rep (CTE)
- Bobbie Sorcelli, Faculty Division Rep (HSS)
- Candace Martin, Faculty Division Rep (HSS)
- Tooraj Gordi, Faculty Division Rep (MSE)
- VACANT, Faculty Division Rep (MSE)
- Angela Koritsoglou, Faculty Division Rep (LCA)
- VACANT, Faculty Division Rep (LCA)
- Fredy Aviles, Faculty Division Rep (SBS)
- Stacey Adams, Faculty Division Rep (SBS)
- Paul Taglianetti, Faculty Division Rep (A&H)
- Kevin North, Faculty Division Rep (A&H)
- Linda Parker, Faculty Area Rep (Library)
- VACANT, Faculty Division Rep (K&A)
- VACANT, Adjunct Rep
- VACANT, Student Rep

Present: Gary Heaton-Smith, Tiesha Klundt, Bobbie Sorcelli, Candace Martin, Tooraj Gordi, Angela Koritsoglou, Fredy Aviles, Stacey Adams, Kevin North, Linda Parker

Items	Person	Action
I. Approval of the Agenda	Gary	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>• <b><u>Moved and approved</u></b></li> </ul> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
II. Approval of the Minutes	Gary	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>• <b><u>Moved and approved</u></b></li> </ul> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
III. Open Comments from the Chair	Gary/Meeta	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
IV. Open Comments from the Public	All	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
V. Action Items	Gary	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>• AP&amp;P: Representatives (2) still needed. 2<sup>nd</sup> &amp; 4<sup>th</sup> Thursday of the month from 3 PM to 5:30 PM: still no</li> </ul>

		<ul style="list-style-type: none"> <li>• Budget Committee: Representative (1) needed 4<sup>th</sup> Wednesday from 2:30-3:30 PM: Kevin North available, maybe Stacey</li> <li>• 2023-2024 Goals: <ul style="list-style-type: none"> <li>○ Maintain updated training materials—including SLO-PLO-ILO alignment—and create training/assistance programs to assist faculty and staff.</li> <li>○ Satisfy QFE #1 (Outcomes Project) through the implementation of an ILO-centric, campus-wide assessment system.</li> <li>○ Create an Operational Outcomes repository system in eLumen.</li> <li>○ Define and articulate Outcomes-related processes on campus and provide support as needed.</li> </ul> </li> </ul> <p><b><u>Action Taken:</u></b> Goals moved and approved</p> <p><b><u>Follow Up Items:</u></b></p>
VI. Informational items		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• eLumen bugs resolved.</li> <li>• Operational Outcome form has been sent to certain stakeholders for review (see below)</li> <li>• Outcomes handbook has been degenderized</li> <li>• “Planning via Planner” tutorial</li> <li>• “Stop or Cancel a Plan” tutorial</li> <li>• “Deactivate Assessment” tutorial</li> <li>• Dean’s role is still not clear, waiting for additional information from eLumen</li> <li>• Membership: <a href="https://docs.google.com/document/d/14WLn8Ywq87zDiyfeUkicvyYc8T7q4xypNfvEQsquves/edit?usp=sharing">https://docs.google.com/document/d/14WLn8Ywq87zDiyfeUkicvyYc8T7q4xypNfvEQsquves/edit?usp=sharing</a></li> </ul> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• Follow up on items (see below)</li> </ul>
VII. Follow Up Items	Gary/Meeta	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Review 2023-2024 Handbook</li> <li>• Review faculty feedback for ILO improvement <ul style="list-style-type: none"> <li>○ <i>Community/Global Consciousness</i>: Intentional use of materials/ideas that challenge ethnocentrism and pseudoscience</li> <li>○ <i>Creative, Critical, and Analytical Thinking</i>: Divergent &amp; convergent questioning/projects</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ <i>Communication</i>: Reading apprentice (programs to teach students to read in efficient ways), technical writing for communication</li> <li>○ <i>Career &amp; Specialized Knowledge</i>: Better program sequencing</li> </ul> <ul style="list-style-type: none"> <li>● Review “Planning via Planner” tutorial</li> <li>● Review “Deactivate Assessment” tutorial</li> <li>● Review “Stop or Cancel a Plan” tutorial</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>● To be discussed on 9/11/23</li> </ul> <p><b><u>Follow Up Items:</u></b></p>
<p>VIII. <b>2023-2024 MEETING</b>  <b>DATE:</b> 8/14, 9/11, <del>10/9</del>          (<del>campus closed</del>), 11/13,          1/9, 2/12, 3/12, 4/9</p>	<p>Gary</p>	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>● 9/11 and 11/13 on Zoom; 1/9, 2,12, 3/12, 4/9 in person</li> </ul> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>



**Department:**

**Date:**

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
		<b>Measure:</b> <b>Target:</b> <b>Cycle Term:</b> <b>Data Source:</b>



**Department:** Admissions and Records

**Date:** August, 2023

Indicate, by number, the Educational Service Plan Goal(s) (ESP) each Operational Outcome will support. Specifically describe how the outcome will be measured (Measure), what the target is (Target), the length of time between assessments (Cycle Term), and where the data is coming from (Data Source) for each outcome. This will determine the successful completion of the outcome.

ESP(s)	Operational Outcome	Assessment Measure/Target
1, 2	Admissions and records will provide quality customer service to all students.	<p><b>Measure:</b> Amount of dissatisfied customers</p> <p><b>Target:</b> Receive no more than 1 complaint per month</p> <p><b>Cycle Term:</b> Academic year 2023-2024</p> <p><b>Data Source:</b> Spreadsheet created by Admissions and Records staff and stored on the PDrive</p>
1, 2	Admissions and Records staff will process all transcript requests within five days of receipt.	<p><b>Measure:</b> Report from national Clearing House</p> <p><b>Target:</b> 100% of all transcript requests received will be processed within 5 business days.</p> <p><b>Cycle Term:</b> Academic Year 2023-2024</p> <p><b>Data Source:</b> Spreadsheet created by Admissions and Records staff stored in the PDrive and the report from National Student Clearing House.</p>