

# Crafton Hills College

## Outcomes Committee

### Minutes

Date December 9, 2010

#### Members:

Robert O'Toole	Richard Hughes
Rebecca Warren-Marlatt,	Snezana Petrovic
Cheryl Marshall	Lisa Shimeld
Catherine Hendrickson	Daniel Sullivan
Meridyth McLaren	Gary Williams
Robert Brown	Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes, October 28, 2010 (1)		Approved as written
Committee Report for Review (Rebecca) (5)	The group reviewed the Outcomes Committee report RWM submitted to Crafton Council (attached). The report described the alignment of the committee's activities with the EMP, and the status of the group's goals.	
Discussion: (Bob) <ul style="list-style-type: none"> <li>Institutional Assessment Plan</li> <li>Institutional Learning Outcomes Assessment Plan</li> </ul> What process? How to gain support? (25)	After discussion, it was recommended that the ILOAP are put together into one plan. This single plan should be presented to constituencies with: <ul style="list-style-type: none"> <li>Justification</li> <li>A calendar</li> <li>An explanation of how feedback has been incorporated</li> </ul>	Bob will talk with Scott Rippey and Jim Holbrook about placing an Outcomes discussion on the Academic Senate calendar.
Idea: Outcomes Retreat, Discussion (All) (5)		Tabled
Task Group Volunteers <ul style="list-style-type: none"> <li>Professional Development planning</li> <li>Assessment Website and Blackboard site: ideas, point person, content, links</li> <li>Newsletter</li> </ul> (5)		Tabled
ELumen Update (Gary) (5)		Tabled
Other Business		Tabled
Adjournment		3:00 p.m.

**Mission Statement**

The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.

**Vision Statement**

The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.

**Institutional Values**

Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.

**Outcomes Committee Report  
December 1, 2010**

**Alignment with Educational Master Plan**

The charge of the Outcomes Committee is as follows:

1. Members are to become experts on SLOs/SAOs and their assessment and serve as a resource to the campus
2. Guide the SLO/SAO process for the entire college, including:
  - a. Develop the college assessment plan for SLOs/SAOs.
  - b. Review and develop a document of best practices for creating and assessing SLOs/SAOs.
  - c. Develop a living document that summarizes the requirements of the ACCJC, Title 5, and the Education Code regarding SLOs/SAOs and their assessment.
  - d. Provide meaningful feedback, suggestions, and guidance on SLOs/SAOs and their assessment for the purpose of program improvement.
  - e. Coordinate training for faculty, staff, and management with regard to SLOs/SAOs and their assessment.
3. Provide a forum for on-going dialogue with regard to SLOs/SAOs and their assessment.
4. Communicate progress to the Accreditation Committee.
5. Report to the Crafton Council.

The work of the Outcomes Committee has aligned with the EMP as described below:

<b>Educational Master Plan</b>	<b>Outcomes Committee</b>	<b>Documentation</b>
Strategic Direction 3, Goal 3.1, Objective 3.1.5, Establish and assess institutional student learning outcomes.	<p>The committee convened a task force and developed Institutional Learning Outcomes.</p> <p>The Academic, Student, and Classified senates have reviewed and provided feedback on the ILO's (October 6, September 20, and October 13, 2010, respectively).</p> <p>A plan has been drafted to assess ILO's using several measures, including the CSSEE. This has been presented to the Academic Senate. The committee is considering the feedback from the senate.</p>	<p>Institutional Learning Outcomes and ILO Assessment Plan Draft</p> <p>Minutes, Academic, Student, and Classified Senates</p>

## Goals and Objectives Not Addressed in the Educational Master Plan

Goals and objectives that are not addressed in the Educational Master Plan are described in the table below:

2010-2011 Goals	Status
Development of an Institutional Assessment Plan	<p>The Institutional Assessment Plan includes a clear delineation of the assessment cycle, a glossary of terms, a proposed assessment calendar, examples of assessment measures, and a description of roles and responsibilities of students, faculty, staff, and managers. The draft includes an annual Student Learning Report and is designed to bring the college into compliance with the 2012 Standard of Proficiency based on the ACCJC Rubric.</p> <p>The plan, developed and reviewed by the Outcomes Committee, will be presented to the Crafton Council once it is thoroughly vetted by the constituencies.</p>
Develop strategies to foster a culture that embraces assessment.	The committee has begun the planning process for an assessment week which will take place in the spring, Other possible professional development activities will be proposed for the January all-campus meeting.
Ensure transparency by posting assessment information and committee minutes on Blackboard and the appropriate websites	<p>The committee's charge, minutes, and agendas are posted on the website.  <a href="http://www.craftonhills.edu/Faculty_and_Staff/Committees/Outcomes_Committee.aspx">http://www.craftonhills.edu/Faculty_and_Staff/Committees/Outcomes_Committee.aspx</a></p> <p>Blackboard includes considerable SLO information.  <a href="http://www.craftonhills.edu/Faculty_and_Staff/SLOs.aspx">http://www.craftonhills.edu/Faculty_and_Staff/SLOs.aspx</a></p>
Ensure broad participation in the committee	The committee only meets once per month. Attempts to meet more frequently have not been successful, as it is difficult to accommodate the teaching schedules of several members. In addition, as of yet a student representative has not been appointed, though a member of the committee has volunteered to serve as the student mentor.
Track progress on the development and assessment of SLO's and SAO's.	As of Fall, 74% of CHC courses have SLOs; 31% have assessments; 82% of CHC programs have SLO's, and all Student Services have SAO or SLO assessments.

## Documentation of Committee Attendance and Minutes

The charge and membership, and the minutes and agendas of the Outcomes Committee are posted on the CHC website under faculty/committees/Outcomes Committee. Attendance is documented in the minutes.

## Strategies and Actions to Reach Proficiency

Strategy	Action
1. Message from the top is clear and unequivocal	
2. Dialogue with faculty is ongoing <ul style="list-style-type: none"> <li>• Multiple advocates at every level</li> </ul>	
3. Frustrations are addressed <ul style="list-style-type: none"> <li>• Encourage and recognize good work</li> <li>• Streamline assessments</li> </ul>	
4. Identify excellent practices: Embedded models are held up as examples	
5. Marketing simplifies the cycle and increases peoples' knowledge level <ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Course outcomes posted on web and in syllabus</li> </ul>	
6. A calendar includes milestones for assessment, evaluation, and implementation of improvements	
7. Professional Development opportunities advance growth <ul style="list-style-type: none"> <li>• Assessment Week</li> <li>• Other workshops and presentations</li> </ul>	
8. ELumen is used as a way to simplify tracking	