Learning Outcomes and Assessment Committee
Minutes
April 3, 2012


Guests: Oscar Ee Haro, Sue Nelson

1.0 Call to Order 9:42

2.0 Approval of Agenda
   M/S/C to approve the agenda.

3.0 Approval of Minutes
   March 20, 2012 - M/S/C to approve the minutes.

4.0 Public Comment
   None

5.0 Announcements
   None

6.0 Update of IG’s

   The three original Inquiry Groups (IGs) have been collapsed into two IGs.

   One IG has distributed a survey among faculty to determine whether oral, written, and other communication skills are taught and assessed in courses, and whether communication skills factor into grading. The Inquiry Group will use the information to determine whether students might get through some programs of study without acquiring communications skills and to develop strategies to address any gaps.

   The other IG is focusing on oral communication and presentations. Surveys of both faculty and students are being finalized.

   Midterm report addresses the status of assessment, and what constitutes proficiency. Proficiency is demonstrated by a complete cycle of the assessment process. Need to develop assessment for IG for next meeting and work with IG participants to identify what worked and didn’t work about the ILO assessment process. ILO assessment should be embedded into larger assessment cycle/activities. IG members are supposed to bring the topics discussed at the IG to their division meetings and thereby stimulate dialogue, but this may not be happening.
7.0 Finalize Handbook Chapter 1

Work on the handbook and website proceeded. Stephanie and Robyn will post Chapter 1 on the website.

8.0 Assessment Report for Service Area (Robyn)

Robyn will draft a comprehensive report for service areas. The first report will cover the development of formal assessment plans in 2011-2012. It will also include examples of improvements prior to 2011-2012 (when NVC entered the phase of formalized assessment within service areas). After the first comprehensive report (for 2012), annual updates will be based on Schedules J and K of unit plans. In the ACCJC annual report for 2011, NVC reported that 36% of services had identified outcomes and 36% had assessed outcomes. For 2012, the figures are 100% and 42%, respectively. [Note: Robyn subsequently corrected the figures. In the ACCJC annual report for 2011, NVC reported that 39% of services had identified outcomes and 32% had assessed outcomes. For 2012, the figures are 100% and 44%, respectively.]

9.0 Assessment Report for Instruction (Stephanie)

Gathering data from Schedules J & K. Annual report was due – LO update – 100% of courses have written SLOs.

51% have evidence of completed assessment.

All programs have PLOs. 19% have assessed the programs.

68% of programs have assessed at some level.

Report will include spring semester data.

10.0 Self-Study Planning Agenda (Stephanie)

Stephanie identified LOAC items in the self-study planning agenda. LOAC members should review the document Stephanie created and send ideas and suggestions to Stephanie.

11.0 Constructing LOAC’s Year-end Report

Tabled until next meeting.

12.0 Review of ILO Assessment Process

Eileene will be informing the Senate Executive Board of the need to determine who is responsible for reviewing ILOs and developing a process for that review. Robyn will be asking for the Planning Committee’s input on the same issue.
After LOAC develops a recommendation at the next meeting, that will be taken to the Senate.

13.0 The meeting adjourned at approximately 10:55.