Learning Outcome Assessment Committee Minutes  
Meeting of October 16, 2012  
12:30 p.m. - 1:30 p.m.

1.0 Welcome, Call to Order, Appoint Scribe:  
Members in attendance: John Dotta, Jan Whitmer, Gwen Kell, Jessica Millikan, Robyn Wornall, Stephanie Grohs, Janet Stickmon, Sue Nelson, Faye Smyle, and Antonio Castro

2.0 General Announcements: None

3.0 Public Comment: Sue thanked Robyn and Stephanie for work on the proficiency report

4.0 Adoption of the Agenda: M/S/A (Millikan, Dotta)

5.0 Approval of Minutes Oct. 5, 2012: M/S/A (Dotta, Castro)

6.0 Action Items

6.1 Review and approve ILO revision process

- Robyn reviewed draft process at ILO review process and there was a discussion regarding content.
- Sue stated we should continue assessing ILO’s (even without precise wording of the ILOS); Stephanie mentioned that there was a possibility of working with the Academic Senate to have inquiry group work count as a Senate Committee assignment (service to the Senate); NVC should be prepared for whatever ACCJC tells us to do once we hear back from the ACCJC regarding our proficiency report in February.
- Regarding the wording of the revision process document: Should the justifications be in bullets? Should the introductory paragraph be the explanation and the “why” for Planning Committee.
- Discussed structure of committee and relationship to Planning; does work need to be done at flex day; could incorporate in Faculty Hour but this is an institutional issue; process should be approved by Planning; question: Are ILO’s approved by Senate, Planning, and LOAC?; Process: Because we need to—should be other process for yearly review; Questions: documents (how they fit together); will redraft and bring to next meeting; will produce clear document to present to committee

7.0 Information Items – None

8.0 Committee Reports
8.1 Planning Committee – no report
8.2 SEM – no report
8.3 Inquiry Groups

Flex Day – PLO’s, CLO’s; inquiry/ILO—should there be separate workshops for each. Not enough time for Q&A at fall flex day presentation

9.0 Discussion Items

9.1 Review evidence for proficiency report:
The proficiency report has 803 evidence items. There were two substantive changes in report since our last meeting: 73% of the courses have assessed learning outcomes and at least 35 faculty and staff members have attended assessment conferences/workshops and shared knowledge with colleagues. The conclusion of the self report was that NVC is approaching proficiency

9.2 Review ACCJC Standards – None

10.0 Future Agenda Items: For the newsletter, what should we prioritize to share and send out; institutional format? Should we have a visual aid?

11.0 Adjourn