|  |  |
| --- | --- |
|  | Fall 2023 SLOA Committee Meeting Agenda  Friday-December 1st, 2023-Noon- 1:00 PM (Room 904) Meeting called by George Bonnand, Chair Members: Kaitlin Kroupa; Caleb Petrie; Toni Nielson; George Bonnand; Deanna Smedley  Matthew Tribbe; Wendy Perez; Alix Plum; Michael Mueller; Anna Shyrokova; Phat Truong; Karin Pavelek; Jillian Capul  Resources: José Ramón Núñez; Daniel Berumen |
|  |
|  |

**Agenda Items**

Assignment of Meeting Minutes Scribe

Approval of Agenda for today’s meeting (See below)-

|  |  |  |
| --- | --- | --- |
| **Topics** | Supporting Document Filename | Bring Copy |
| 1. Review and approval of proposed agenda for today (12-1-23). (see attachment) |  | No |
| 1. Review and approval of previous meeting minutes on 11-3-23 (see attachment) |  | No |
| 1. Assignment of Meeting Minutes Scribe |  | No |
| 1. Review and comments on How to “Loading Assessments” document-- problem and issues |  | No |
| 1. SLOA Assessments-Comments or discussion |  | Yes as necessary |
| 1. Other-Issues, problems, reports. |  | Yes as necessary |
| 1. Open training session on Elumen-After meeting. |  | Yes as necessary |

Meeting Minutes for the 12-1-23 SLOAC meeting held in room 904 in building 900.

The following link is an audio recording of the meeting session:

<https://fullcoll-edu.zoom.us/rec/share/ZTeNVsTB5Bk7T7ra0XRZlKbmwP8--8QGEwCkrbKID2YiYAhnl-KAzj6Fekwxa33E.yOOLztk5f8dg7Mq1>

The following is a very brief summary of the minutes for the in-person SLOA meeting on 12-1-23 (meeting minutes taken and written by George Bonnand).

Meeting came to order at approximately 12:05 PM.

Present for meeting: Kaitlin Kroupa, Caleb Petrie, George Bonnand, Deanna Smedley, Alix Plum, Phat Truong, Matt Tribbe, Michael Mueller, and Karin Pavelek

Missing from the meeting: Toni Neilson, Wendy Perez, Anna Shyrokova, and Jillian Capul.

Agenda items 1 and 2

Meeting agenda for 12-1-23 and meeting minutes for 11-3-23 were approved by the committee.

Agenda item 3

Assignment of Meeting Minutes Scribe-George Bonnand stated he would record the meeting via zoom. In the 10-6-23 meeting it was agreed by all members that a recording would be OK to do.

A quick comment was made by George Bonnand announcing and introducing our new Student Representative Jillian Capul. Jillian was absent from our meeting today (12-1-23).

Agenda item 4-

George Bonnand gave a brief overview of the new “Elumen Login Procedure” document for faculty which explains what to expect with the inbox view. Members were asked to review the document to see if there are any issues with the document. George also gave a brief overview of the new “How to Load Assessments into Elumen” document (recently revised) which was created for department coordinators. George asked again for members to review the document and let him know if they see any issues.

Matt Tribbe asked if the TEST site was the same as the PROD site. George Bonnand stated that he thought it was the same unless the Elumen folks had changed it. (At this time, it is the same)

George Bonnand then spoke about the recent issue ACCT 112 F and ACCT 220 F. ACCT 112 F is an inactive course and ACCT 220 F is an active course. Elumen is showing ACCT 112 F with folks enrolled in ACCT 220 F. This issue was corrected in the site however it remains to be seen if the data refresh from Banner will corrupt the Elumen site again. (Please note that as of 12-1-23 4:00PM the site was refreshed and issue continues. Our district IS team is working on it to correct the issue.) We are hoping to have this issue resolved by Monday. George Bonnand asked the team to please let him know if they any problems with data in Elumen as we proceed with the data refresh.

There was a question by Michael Mueller regarding data refresh and if the data is maintained in Elumen if the SLO assessment was already completed. (8:25) There was discussion regarding the data refresh and the answer was stated by George Bonnand that the data should still be there unless the student was dropped. George Bonnand again asked that the members review the documents and to let him know of any changes to the documents. Phat Truong stated that he would like to place the “How to load the assessments into Elumen” document into Canvas course. (9:38) The answer was given that this would be a good idea once the document is set and there are no more changes.

There was a request to go over how to load the assessments in Elumen. (10:08). George Bonnand stated he would go over the process again.

Alix Plum asked a question about the course in Canvas and how extend it so that others could view it. There was some discussion on how to put the course into canvas by members. (10:40)

Kaitlan Kroupa (11:28) asked if there was a way to change the name of assessments. The answer is yes and it was shown how to during the presentation.

Presentation overview and discussion regarding how to load assessments continued for committee members. (14:15) Areas covered during the presentation overview included department coordinator roles and how the Elumen pages, screens, scorecards, icons, and tab functions. Faculty roles, responsibilities, and how to complete assessments were also covered. Questions by committee members were asked during the presentation which focused mainly on the Strategic Planning tabs, Planner tab, Org Management tab, faculty inbox, inactivation of courses what they do and how to use them. How to maneuver around in the Elumen site was shown using the class projector to all committee members during the meeting and presentation. During the meeting presentation an overview of Cal-GETC, AA GE, Common Course Numbering and ADT’s was mentioned to alert committee members that some SLOs and course numbers may change in the very near future as well as other implications that may occur. A good conversation among committee members during the meeting occurred in reference to the changes. A question regarding the use of “NA” for assessments was brought up by one of the committee members. The use of “NA” for assessments is used for 3 main reasons. They are as follows: When a student drops the course but still shows up in Elumen; when the student was not assessed on that particular CSLO; or if the student does not do the assignment or turn in the assignment that is used for that assessment. A question regarding how to view and print assessments and reflections was brought up by one of the committee members. (56:24) The answer to this question is that members can view reflections as long as they have been put into Elumen (saved and shared). There is no report that prints out reflections by course. (Note: This question will be reviewed by the SLO chairperson to determine if there is a method for committee members to view and print reflections.) Committee members were encouraged to have faculty share their reflections of courses they teach at department meetings so that it can benefit students.

(57:16) Another member asked a question regarding stand alone courses and the assessing of that course. The answer to this question is that stand alone courses should be assessed but not necessarily mapped.

There was some discussion and some confusions among committee members between mapping, assessing, and program review requirements. Stand alone courses are assessed regardless of their status in the mapping process. All approved courses should be assessed. Mapping is done to link courses (and CSLOs) to programs (PSLOs). Mapping is then done to link Programs (and PSLOs) to ISLOs. (Note: All processes are linked to some degree to each other.)

Program review is done as an integral part of institutional effectiveness and the strategic and budget planning process. Program Review offers an opportunity to gauge successes and design improvement actions to ensure the quality of academic, student success programs, and administrative services. The process improves the quality of the instructional disciplines, administrative services, student success programs offered at Fullerton College. The Program Review process is not an exercise of compliance; although it is required for institutional accreditation, it is meant to bring value and meaning to the everyday operations of a program.

Agenda item 6-Other-Issues, problems, reports.

No other issues, problems or reports were mentioned by the committee members.

Agenda item 7-Open training session for members.

No committee member mentioned they wanted to stay after for training.

Meeting was adjourned at 1:05pm