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|  | Fall 2023 SLOA Committee Meeting AgendaFriday-September 1th, 2023-Noon- 1:00 PM Via Zoom ([https://fullcoll-edu.zoom.us/j/83819674800](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffullcoll-edu.zoom.us%2Fj%2F83819674800&data=05%7C01%7CGBonnand%40fullcoll.edu%7C2462587a6725430da81a08dbab1f7293%7Cf8b4752f8a294d0e97b5f7428505ab38%7C0%7C0%7C638291923770349657%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EHACPjXcgboYl%2F2u%2Bq5QeU%2Fc5hVaXOlzanSWox0kfhM%3D&reserved=0))Meeting called by George Bonnand, Chair Members: Caleb Petrie; Toni Nielson; George Bonnand; Deanna SmedleyMatthew Tribbe; Wendy Perez; Alix Plum; Michael Mueller; Anna Shyrokova; Phat Truong; Karin Pavelek; Kaitlin Kroupa (updated 9-1-23)Resources: José Ramón Núñez; Daniel Berumen |
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**Agenda Items**

Assignment of Meeting Minutes Scribe-Recorded in Zoom

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

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| **Topics** | Supporting Document Filename (in SharePoint\*) | Bring Copy |
| 1. Review and approval of proposed agenda for today (9-1-23). (see attachment)
 |  | No |
| 1. Review and approval of previous meeting minutes on 5-5-23 (see attachment)
 |  | No |
| 1. Welcome new members
 |  | No |
| 1. Discussion on-line or in person meeting?
 |  | No |
| 1. SLOA Preferred Practices-Comments or discussion
 |  | Yes as necessary |
| 1. Current status of Mapping-problem and issues
 |  | No |
| 1. Updates from Team Leaders on PSLO progress
 |  | No |
| 1. Other-Issues, problems, reports.
 |  | Yes as necessary |
| 1. Open training session on Elumen-After meeting.
 |  | Yes as necessary |

Meeting Minutes

Meeting Minutes for the 9-1-23 SLOAC meeting.

The following is the zoom link of the recording for the meeting that took place on 9-1-23 at approximately 12:07 PM:

<https://fullcoll-edu.zoom.us/rec/share/93eGoUJHmnzCn7KgI2ST-pAV3Ga56sAMitye4KimHzK6pmw8oOxXNjx36xN498fJ.3QM-9sIdz7nJFjxa?startTime=1693595273000>

The following is a brief summary of the meeting minutes for the SLOA meeting on 9-1-23 (written by George Bonnand).

Meeting came to order at approximately 12:07 PM.

Present for meeting: Kaitlin Kroupa, Caleb Petrie; George Bonnand; Deanna Smedley; Alix Plum; Michael Mueller; Anna Shyrokova; Matt Tribbe; Wendy Perez; and Karin Pavelek.

Members missing from the meeting: Phat Truong and Toni Nielson.

Meeting came to order at approximately 12:07PM

Meeting agenda for 9-1-23 and meeting minutes for 5-5-23 were approved by the committee. (Item 1 and 2)

Introductions to the new committee member (Kaitlin Kroupa) were made by everyone on the committee with the exceptions of the missing members (Item 3). Note: Kaitlin Kroupa (Natural Science) will be replacing Brad Dawson (Natural Sciences).

George Bonnand made an announcement to the committee regarding on-line or in-person meetings (Item 4). This will be our last Zoom meeting online. All meetings from this point forward will be in person in room 904 in the 900 building from noon to 1PM on the first Friday of every month.

George Bonnand then shared his screen and when over the “Fullerton College SLOA Preferred Practices Handbook” edits and updates (Item 5). George asked for any other updates to the document from the committee members. There were very few updates given by the committee to the chair last semester and over the summer. Deanna Smedley asked that the document be shared on Canvas. Deanna also asked if the PSLOs should be mentioned in this document. George Bonnand agreed to share the document on Canvas (12:24), however the PSLO question was deferred to a later topic in the meeting. No other questions or comments were given.

The next topic on the agenda was “Current status of Mapping-problem and issues” (Item 6). (14:25). The “How to Start the Mapping Process in Elumen” document was created over the summer and reviewed by a few folks as well as the Elumen representative. The document seems to do the job. This document will be sent out to everyone with the meeting minutes. George stated he would be willing to work with members as they use the document.

Next item on the agenda (15:19) was updates from “Team Leaders on PSLO progress” (Item 7). There were four PSLO updates that when to the Curriculum committee yesterday. George stated that he could not remember if they were approved or tabled since there were questions regarding this (I have since found out that they were tabled).

The “PSLO Revision Suggested Timeline” document was discuss during the meeting (16:05). This document was updated as of 9-1-23 and shared with the committee. This document was created as part of a fast-track project that was given to us to help with the PSLO redesign effort college wide. This process/project will be sunset (discontinued) and the normal curriculum process for SLO revisions (minor revision) will be used from now on. (16:54) Out of 266 degrees/certificates that were given to the SLOA committee to revise we revised/completed 155 through the curriculum process. This is an attestation to the SLOA committee effort to revise/update PSLOs. This effort was important to students, faculty, and the accreditation process.

As we continue to revise the PSLOs and CSLOs through the curriculum process we will need to keep our nose to grind stone and make sure that the process is up to date in Elumen.(20:13)

George asked if there are any other issues, problems, reports about Elumen (Item 8). No comments were forthcoming.

The Elumen program was shared on screen with the committee to show some of the updates that have occurred over the summer to the Elumen system. (20:20). The Elumen system now has an opening page which displays the “inbox” so that faculty can see at a glance which assessments need to be completed and which ones have been completed. (Note: A “How to” document was created over the summer which explains the opening page (Inbox view) in Elumen and will be shared with committee members in an email.)

Data has been refreshed in the Elumen TEST site and PROD site as of 8-30-23.

Matt Tribbe asked a question regarding whether these are assessments for faculty alone or for everyone in the division? (22:45) The opening page “inbox” view is for faculty and it shows only assessments that the faculty are linked to (responsible for). Matt also asked if the division representative can see all the assessments that need to be scored or does it show courses that need assessments. The same Division representative views can be seen as before when the Division Rep role is selected at the top. (23:03)

Deanna Smedley asked if the information was accurate and if it can be filtered by term? (24:11) The information can be filtered by term and the information is accurate. Deanna stated that she could not see some of the courses that were done by faculty before. George stated we can go into the Elumen system, one on one and take a look at it. There have been issues and glitches here and there in the system in the past. As these issues and glitches come up I am submitting a ticket in Elumen to fix them if they are not readily fixed by our Elumen Representative. (25:17)

From a global standpoint the Elumen system was refreshed on Wednesday (8-30-23) and all courses that needed CSLOs were input into Elumen effective 9-1-23. (25:50) This increased the number of unmapped CSLOs and the number of CSLOs without assessments.

Caleb Petrie asked about the exact meaning of “Unmapped CSLOs”. A summary of the steps to be taken and the meaning of each of the column headings (“Unmapped CSLOs” and “CSLOs not included in any assessment”) was given. Unmapped CSLOs shows how many CSLOs are not mapped to either a PSLO or ISLO. If you want to see PSLOs you will need to click on the PSLO sub tab to expose the PSLO status. The PSLO sub tab will show “Unmapped from PSLOs” and “Unmapped PSLOs” and “PSLOs not included in any Assessment Rubric”. The PSLO under “Unmapped from PSLOs” shows how many PSLOs are not to mapped to any ISLOs. The PSLOs under “Unmapped PSLOs” shows how many PSLOs which are not mapped to anything including from CSLOs. The “PSLOs not included in any Assessment Rubric” shows how many PSLOs have no assessments associated with them. (27:21)

Caleb Petrie asked how he could improve his numbers under the “Unmapped CSLOs” and “CSLOs not included in any Assessment Rubric”. (28:25) A brief review of how to find the CSLOs that are not mapped (in Division rep role) was given to the committee. A review of how to map CSLOs was demonstrated to the committee. Alix Plum asked what happens if a course does not show up or is not linked to any certificate or program. (30:16) The following is a summary of the explanation that given during the meeting: If a course does not show up in Elumen or is not linked to a certificate or program it is due most likely to one of two issues. If the course is not attached or linked to any certificate or program it may be due to the fact that it is a stand-alone course which means it is not attached or linked in the Curriculum process. However, the course may be linked in the Curriculum process but not in the Elumen process. If this is the case, then the course must be attached or linked by the Division Rep in Elumen since the Curriculum process and the Elumen Process are not connected. It is the responsibility of the SLOA Division Rep to link courses belonging to each of the departments in their division correctly. Note: To determine if a course should be attached or linked to a certificate or program it must be verified in the Curriculum (CurriUNET) process beforehand. (32:04)

A demonstration of how to create assessments in Elumen was given to the committee. (33:13).

Alix Plum asked a question regarding timelines (how much time is spent on this committee as a representative) (38:43) from the committee members. Members responded that no one has asked this question of them from their division. Some committee members stated that this is not a subject that is discuss. George Bonnand stated that he spends a lot of time as a member of this committee.

A general discussion about the Elumen process and the head way that has been made ensued with committee members. Although Elumen is not perfect we have made progress in cleaning it up as a committee.

Wendy Perez stated that the new “inbox” view is much better and seems to help faculty find what they need to fill out and complete.

Next item on the agenda is item 9. Committee members were told if they want to stay to get some extra training that the can stay on after the meeting.

Meeting adjourned at 12:49PM.

Training for individual committee members continued till approximately 1:30PM.