

2018 - 2019 SLO Coordinator Report

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SLO Coordinator SCHEDULE 2018-19

Month	Department	Meeting Date	Status
OCT	RADT/Nuclear Medicine	10/16/18 1pm	Data input
NOV	Psychology	11/13/2018 2:30pm	Met
JAN	Learning Skills	3/5/2019 3:15pm	Met
JAN	Engineering	1/22/2019 11am	Met
JAN	World Languages	2/28/2019 3pm	Data input
FEB	Astronomy	Email	confirmed info over email
MAR	Film Studies	Postponed	meet next year with new faculty
MAR	Communication Studies	5/7/2019 3:30pm	met
NOV	EATM	11/6/18 2pm Follow-up: 2/12/19	

SLO Committee Meeting October 9, 2018

1. Goals
2. Meetings
3. SLO Coordinator Schedule 2018-19
4. Scheduled Meetings
5. Resources for Faculty

GOALS 2018-19

1. Meet with all disciplines up for Curriculum review next year (see schedule below)
2. Facilitate table talks as requested by disciplines
3. Facilitating updating online SLO resources
 - a. Overall guidance on SLOs at Moorpark
 - b. Tracdat training tool
4. *Facilitate GLO meeting in [TIME]*
 - a. *Update Preliminary questionnaire/chart for each discipline*
 - b. *Time, location, invitation, speakers, food, and workshop*

MEETINGS/ACTIVITIES:

September 13-14, 2018 – Overview of SLO Coordinator materials

September 14, 2018 – Conversation with Mahta

Confirmed 18-19 departments, No meetings with “CTE”

September 21, 2018 – Tracdat overview with Dani Viera & Oleg Bespalov

Also had orientation with Oleg

ONGOING – SLO readings completed:

Outcomes Primer

Assessment Clear & Simple

A few other articles on change/outcomes at other colleges

Questions:

1. Need to confirm Area D is correct GELO to look at this year.
2. Schedule of student services in 5 year plan?

SCHEDULED MEETINGS:

RADT/Nuclear Medicine - October 16, 2018 1pm

RESOURCES FOR FACULTY:

[TRACDAT Instructions](#)

[MC SLO Cheat sheet](#)

[Using Tracdat](#)

Create online portal where these and other documents would be accessible?

SLO Committee Meeting November 13, 2018

(Cancelled due to campus closure - Woolsey Fire)

Departmental Meetings

October 16, 2018 1:00pm	RADT/Nuclear Medicine
Present: Robert Darwin, Rachel Beetz	
<p>RADT/Nuclear Medicine are keeping up with their assessment schedule due to the certification process. However, information for these courses is not up to date in TracDat. Fortunately, assessments have been ongoing at both the course and program level. Robert gave me a booklet with their assessment results for Fall 2018. The department had a meeting on October 26 to discuss program outcomes and future actions. Overall, RADT/Nuclear Medicine is keeping up with regular assessments and actions points but isn't using TracDat to organize their data for the last few years. Robert said that he would input their information into the TracDat system. Kim Watters gave him access on October 24, 2018.</p>	
January Update: We are meeting again this month to input the correct SLOs into TracDat	

November 6, 2018 2:30pm	EATM
Present: Brenda Woodhouse, Rachel Beetz	
<p>There is a gap in updated information in TracDat in EATM. Brenda and I went over how to input results and actions into TracDat. She noticed that a lot of CLOs in TracDat did not match those in Curricunet and is going to send me a detailed list of what CLOs need to be updated. She is encouraging all of her professors to assess one course learning outcome this year. In the spring, we are going to reconnect to have a table talk with the department to go over program outcomes and mapping CLOs to PLOs.</p>	

GELO

November 6, 2018 9:00am	Meeting w/ Oleg to go over GELO status and Flex Day Activities
<p>Found the following in Mahta's May 2018 SLOC Report w/in a GELO meeting:</p> <p>Suggested to go to 5 year cycle. (Currently on a 3-year cycle) The assessments can be done on the following schedule; all areas will meet in the fall and again that same year in the spring to discuss results.</p> <p>SCHEDULE: A: 2016-21 B: 2017-22 F: 2017-23 C: 2018-23</p>	

D: 2019-24

E: 2019-24

The following recommendations, detailed above, are in development and will be presented to Julius and Dean's Council by Carol and Mary:

1. Reformatted GE Assessment Tool: worksheet
2. GE Assessment Cycle
3. Appropriate website to store documents
4. TracDat Report by GE Area

Oleg and I sourced some additional resources such as [these rubrics](#) and the supportive materials from 2016 Accreditation Report. Also discovered that the Curriculum Committee might have a GELO Workgroup and thought they could confirm Mahta's materials and update the status of current GELO activities.

Discuss Flex Day Options:

January 4 or April 25/26

Possible Topics:

1. Repeat of Mahta's agenda from previous meetings?
2. Something from SLO Conference?

November 6, 2018 1:00pm	Curriculum Meeting
Present: Curriculum Committee, Rachel Beetz, many other guests	
I connected with Mary LaBarge and Letrisha Mai of the GELO Workgroup and will attend their meeting later this month.	
It was also an interesting meeting to see in that there perhaps needs to be a stronger connection with this committee and the SLOC. In addition to the already in progress GELO Workgroup, as courses are added and updated their CLOs should also be input into TracDat. I am working on connecting with Jerry Mansfield, co-chair of the Curriculum Committee to develop a communication system.	
January Update: Scheduling a meeting time with Jerry to work on communication strategy.	

eLumen Webinar

November 1, 2018 1:00pm	eLumen Demo
Present: Megan Blevins, eLumen Rep, Janet Dawald + Laura Gentry Provisional Instructional Support Services at Oxnard College	
Jennifer Kalfsbeek-Goetz reached out to me to ask about Canvas integration with our data system and I ended up connected with Janet and Laura at Oxnard College who were attending an eLumen demo.	
There are two ways to connect canvas to eLumen that involve different faculty involvement in eLumen and	

Canvas. Overall, It seems like eLumen allows more detail to be input into the system through canvas, meaning there would be less data organization outside of the system for the faculty member. However, even with the streamlined connection with canvas, it may involve more know-how of elumen/canvas use than using outside spreadsheets. Can do grading of assessment rubric in eLumen and it will keep track of the data. Would require best practices for all faculty to use together. (Whereas right now, seems like each area is figuring it out on their own.)

***There is still a glitch in eLumen regarding total connection between grading an assignment and having it connect to SLOs. Canvas rep needs to be involved in the process so softwares talk efficiently to each other. Can upload a spreadsheet as well!

Information can be seen at the student level - with each students' performance on the assessment listed. Students can be -allowed- to see their assessment scores - but this can also be hidden from them.

Fun Fact: Oxnard only has about 5 rubrics for the whole college!

SLO Committee Meeting January 8, 2018

December 4, 2018 1:00pm	GELO Workgroup Meeting
Present: GELO Workgroup: Letrisha Mai, Mary Rees, Scarlet Relle, Mary LaBarge, Hugo Hernandez, Rachel Beetz	
<p>The GE Workgroup have been having discussions about GELO and have been waiting to hear confirmation about GELO recommendations from the SLO Committee from a meeting in Spring 2018. They have been considering carefully what it means for a course to be GE and are adapting some new criteria for implementation Fall 2019. They are going to continue to invite me to meetings where they plan to have GELO discussions so that we can continue connecting curriculum with SLO Committee.</p> <p>After this meeting it became clear to me that I also need to have a meeting with Dean Mary Rees in order to be able to “close the loop” on some of the recommendations from a Spring 2018 GE Meeting such as: confirming the GE Review schedule and where information for GELOs can be housed.</p>	

December 7, 2018 1:15pm	Psychology Meeting
Present: Julie Campbell, Rachel Beetz Oleg Bepalov	
<p>All assessments are completed and need to be put into tracdat. We updated the necessary CLOs in tracdat so the system is now ready to receive the information.</p> <p>Psychology had a meeting in Spring 2018 to update their CLOs. The Department overall is on schedule to be ready for their curriculum review next year.</p> <p>Julie voiced several concerns on the tracdat system:</p> <ol style="list-style-type: none"> 1. A lot of time is lost getting into the system (since it is not a part of SSO) and the practice of using the system is not clear. For instance, she didn't know that she couldn't update the CLOs, and needed me to do so. 2. Putting the information into the system is extra work for her as she already has the information clearly presented in word document format. To input the information into tracdat is extra hours only to have the reports from tracdat be less communicative than her word documents. <p>Action Items:</p> <ol style="list-style-type: none"> 1. Need to communicate to SLO Representatives the process of updating tracdat system more clearly 2. Need to connect Julie to person who updates catalog. - Completed Dec 2018 3. Look into SSO for tracdat? 	

Flex Day - “Consequential SLOs”

December 4, 2018 2:30pm	Flex Day Activity - “Consequential SLOs” + “Data Entry to Tracdat”
Present: Danielle Viera, Rachel Beetz Oleg Bespalov	
<p>Danielle Viera gave a presentation on “Consequential SLOs” as a part of Spring 2019 Flex Day Activities.</p> <p>Comments: Seems that it is not completely clear that SLOs are meant to empower departments to make decisions about their curriculum. That they can and should gather the information they need and also present and report it in a way that is most useful to them. Part of the issue is that TracDat is difficult to use and there is a culture around gathering “pseduo-science” and percentages of improvement that make faculty uncomfortable and perhaps do not really help departments. (They feel pressure to report majority percentages of improvement.) How can we present and encourage more qualitative action statements on the data and encourage departments that this process is for them. It seems that making them put the information into TracDat - makes them think the information needs to look a certain way.</p> <p>Rachel made a worksheet for inputting information into TracDat. I have a lot of questions as to why we are using TracDat the way we are: If the Course Learning Outcome that is measured in TracDat is decided upon the departments and should be a level of abstraction above the specific Course Objectives - then why are we inputting the Course Objectives into TracDat? This makes faculty think they need to have measurements and results for each specific Outcome instead of the class as a whole. Shouldn't we be inputting the departmental approved, abstracted Course Objectives and only requiring faculty to input measurements and results for that single element? Or am I misunderstanding the process - CO vs CLO is confusing!</p>	

January 8, 2019 - 11:00AM	RADT/Nuclear Medicine
Present: Robert Darwin, Rachel Beetz	
<p>Reconnected with Bob because I still didn't see his information into TracDat. Because of the accreditation process for RADT/Nuclear Medicine, the department has decided to stay very much on top of assessing program outcomes. They do this every year and update the results on their MC website. Bob wanted to know from the committee if the college requires their department to assess each course. He could do this, but it is <i>not what the department has decided is important for their assessment process</i>. How he would be able to do it right would not be in a way that would benefit the department and wouldn't feedback into the programming as genuinely as the program assessment process does for them.</p> <p>My provisional answer: the college requires each department to decide upon an assessment process that works for them and do it. But how that process looks is decided within each department. Since his department is on top of the Program Level Outcome assessments and these results are informing their program planning, that they are covering the requirements for the college.</p> <p>More importantly: we discovered that he had updated the Program Planning part of TracDat with his assessment results and not the Outcomes portion.</p>	

Program planning also uses TracDat?! - The program planning login method seems to work more efficiently through Sharepoint Documents where TracDat is embedded into sharepoint. **Can and should SLO do this method too?**

Or is there a way to have TracDat talk to itself from program planning areas to Outcomes areas? Is this information the same? Action items in the Outcomes area really should be seen in the Program Planning page for genuine closing of the loops. Is there an official/technical reason that there is a separate page of data for the outcomes area in TracDat? Could best practice information be included in a sharepoint document for SLOs with TracDat embedded below? How does the new Curricunet affect the program planning process?

Upcoming

January 15, 2019 - 10:30am	Jerry Mansfield meeting - setup communication system between Curriculum Committee and SLO Coordinator + Committee, learn about new Curricunet platform
January 15, 2019 - 11:30am	Dean Mary Rees meeting - confirm GELO schedule and assessment processes
January 22, 2019 – 11am	Engineering Meeting w/ Scarlet
January 25, 2019 – All Day	2019 SLO Symposium @ Santa Ana College
January 31, 2019 - 3:00pm	World Languages Meeting
February 2019 – TBD	Learning Skills Meeting

SLO Committee Meeting February 12, 2019

January 15, 2019	Jerry Mansfield meeting - setup communication system between Curriculum Committee and SLO Coordinator + Committee, learn about new Curricunet platform
Present: Jerry Mansfield, Scarlet Relle, Letrisha Mai, Rachel Beetz	
<p>Current process:</p> <ol style="list-style-type: none"> 1. Faculty communicate updated SLOs to SLOC to update TracDat Outcomes + to Curriculum Chair to update Curricunet 2. Letrisha Requested for me to notify Curriculum Chairs about any SLO changes that SLOC makes in TracDat <p>Moving forward:</p> <ol style="list-style-type: none"> 1. An SLO Area/Feature was requested in CourseLeave: I will connect with Curriculum to attend CourseLeave trainings. 2. Scarlet, Letrisha, and I will work on developing a system to connect curriculum committee to SLOs 	

January 15, 2019	Dean Mary Rees - GELO meetings
Present: Mary Rees, Rachel Beetz	
<p>Confirmed GELO schedule: Departments to gather in fall of first year listed to set up assessment process. Meet again following spring to go over assessment results.</p> <p>AREAS: A: 2016-21 B: 2017-22 F: 2017-22 C: 2018-23 D: 2019-24 E: 2019-24</p> <p>Ex: Areas D+E meet in Fall 2019 to make an assessment plan to enact in fall/spring. Meet again in end of Spring 2020 to go over results of assessments.</p> <p>Found storage of GELO data:</p> <ol style="list-style-type: none"> 1. In TracDat listed under PLOs in each discipline relating to those GELOs 2. Updated worksheets in Sharepoint <p>Dean Rees and I agreed for me to do the following:</p> <ol style="list-style-type: none"> 1. Confirm data storage of Area A - Connect w/ Rolland 2. Check with Area C for results of assessments + Upload to Sharepoint/TracDat accordingly 3. Plan for Area D + E in Fall 2019 	

4. Figure out how to pull reports of GEO info only out of TracDat

January 22, 2019	Engineering meeting
Present: Scarlet Relle, Rachel Beetz	
<p>Check correct SLOs in TracDat If students do not turn something in - should it be counted towards the 30 students per class Built rubrics to evaluate elements of assignments Hours to build rubric but once built - streamlined the process Excel formulas were copied into separate SLO sheet - to calculate SLO results</p> <p>Personal approach to Assessment process according to professor's career point - Individual reporting?</p> <ul style="list-style-type: none">- Can we make duplicate courses for individual teachers?- Can definitely add additional CLOs <p>Can we encourage a More Qualitative discussion</p> <p>– What is the actual directive where can someone find that information - where is it written? What is the directive?</p>	

January 31, 2019	World Languages meeting
Present: Rescheduled for Feb 28	

Ongoing	Canvas Shell Setup
Danielle Viera + Rachel Beetz	
<p>Working on documents to upload to canvas that will store helpful SLOC and Assessment information. Can be a repository of guide sheets!</p> <p>Already uploaded:</p> <ol style="list-style-type: none">1. Link to my ongoing report2. TracDat Data Entry Guidesheet from Flex Day	

To be uploaded

1. SLOs at Moorpark College
2. SLO Guidesheet
3. Other resources?

Can wait for committee approval of documents - put them under review for approval if necessary.

Upcoming

February 12, 2019	EATM follow up meeting
February 28, 2019	World Languages meeting
Feb/March	Learning Skills meeting
March	Film/Communication Studies meeting
April	Astronomy meeting

SLO Committee Meeting March 12, 2019

February 12, 2019	EATM Meeting
Present: Brenda Woodhouse, Rachel Beetz	
<p>Went over data entry protocols for TracDat.</p> <p>Takeaways:</p> <ol style="list-style-type: none"> 1. Rachel can make a template for SLO Reps to use when gathering data from faculty that will streamline data entry process 2. Rachel can make a data entry guidesheet 3. Objectives vs. Outcomes - SLO is not reviewed by the college and therefore can be freely changed. EATM will review their Outcomes and Assessments next year. 4. For the next cycle, Brenda will also encourage a qualitative assessment statement in actions. 	

February 28, 2019	World Languages
Present: Helga Winkler, Perry Bennett, Rachel Beetz	
<p>Up until 2016, World Languages had been having extremely positive conversations over CLOs and were gathering assessments every year. Until recently, the conversation was positive and productive, but has broken down. The most recent assessment data from 2017 and 2018 needed to be improved upon, but no assessment action was taken for 2018-19. They are hoping to organize for 2019-20.</p> <p>Jerry Mansfield was directed to input information from: Spring 2016, Spring 2017, and Spring 2018 Scheduling meeting w/ Jerry and Oleg to discuss inputting World Language assessments.</p>	

Tuesday March 5, 2019	Learning Skills
Present: Silva Arzunyan, Rachel Beetz	
<p>Note: Learning Skills are courses as a part of ACCESS; they are listed as such so that non disabilities students do not have disability courses on their transcript.</p> <p>Two courses are in consideration for program planning/curriculum: LS M04 May not continue LS M11 Will be updated by Silva</p> <p>We are connecting with other faculty to clean up LS M02, LS M02L, LS M03</p> <p>Silva will coordinate finalizing data entry by the end of the semester.</p>	

Upcoming

March 18, 2019 - 10:00am	World Languages follow-up with Jerry Mansfield + Oleg
March	Film Studies meeting
April	Astronomy meeting
April	Communication Studies meeting

SLO Committee Meeting April 9, 2019

April 2, 2019	Film Studies
Email communication w/ Rolland Petrello and Dean Jennifer Kalfsbeek	
There is currently a search for a new full time Film Studies position which would take over the SLO responsibilities for this area. It was mutually agreed to wait until this fall to meet with the new full time faculty to go over Film Studies SLOs.	

April 6, 2019	Astronomy
Email communication with Erik Reese	
Since there are only 2 courses for Astronomy we decided to confirm SLO information for Astronomy over email. Still awaiting confirmation, but we are in touch.	

April 6, 2019	New Resources on Canvas
<p>Added new resources for faculty under helpful guides in Outcomes Canvas shell:</p> <ol style="list-style-type: none"> 1. Quick Guide for Outcomes tab in Canvas 2. Paul Burwick's presentation about using Outcomes tab in Canvas (with link to contact him for further assistance) 3. Excel Workbook template to help you gather information from your instructors to put assessment information into TracDat. 	

April 9, 2019 11:00am	World Languages follow-up with Jerry Mansfield + Oleg
Present: Jerry Mansfield, Oleg Bepalov, Rachel Beetz	
Need to input assessment information for the following terms: Spring 2016, Spring 2017, Spring 2018 Then we will confirm that CLOs for the courses are correct. Need to be input by Summer 2019 Jerry will be point of contact for World Languages.	

Upcoming

May 7, 2019 - 3:30pm	Communication Studies meeting
Ongoing	<p>Goals for remainder of semester:</p> <ol style="list-style-type: none"> 1. Complete background research of SLOs at MC 2. Confirm data input for all required departments 3. Upload other helpful documents to Canvas 4. Plan goals for next year

May 7, 2019 4:00pm	Communication Studies Meeting
Present: Rachel Beetz, Jill McCall	
<p>Jill expressed immediate concern for a more robust data gathering software as Communication Studies has many classes taught by separate instructors. I suggested looking at the Outcomes tab in Canvas as a way to streamline data gathering with current resources.</p> <p>Jill confirmed that CLOs are up to date in TracDat as they haven't changed and were recently reconfigured. She was given a password reset in TracDat, but her work computer recently stopped functioning so we will check in on data-entry in the fall.</p>	

May 21, 2019 10:00am	Music Meeting
Present: Rachel Beetz, Nathan Bowen	
<p>The Music Department asked for assistance in their SLO process so Rachel decided to meet with Nathan to go over strategies for collecting SLO data. Music Department was supposed to be under review January 2019, but did not due to the shift to CourseLeaf.</p> <p>They are in the process of collecting data for every course for this year. Nathan will input data into tracdat when complete.</p>	