



## Outcomes Committee Meeting Minutes

Zoom Meeting | 18 August 2020 | 2:30 – 3:30 p.m.

Attendance: Alyson Cartagena (chair), Sean Hughes, Sarah Cote, Daniel Osman, Julio Flores, Vann Priest, Bonnilee Kaufman, Melanie Fierro, Scott Jaeggi, Cynthia Lewis, Shaina Phillips, Mike Garabedian

Unable to attend: John Frala, Mike Salazar, Robin Babou, Shelly Spencer, Mark Littrell, Aimee Ortiz, Laura Ramirez, Rachel Garcia, Caroline Durdella, Lisette Acevedo, Lawrence Seymour, Mike Javanmard, Kevin Barman, Bill Korf

*NB: Motions and action items italicized in RED.*

I. Welcome	<p>A. The meeting commenced at 2:34 p.m. Cartagena welcomed the three new members of Outcomes: Lawrence Seymour from Business, Julio Flores from Counseling, and Melanie Fierro from Math, Science, and Engineering.</p> <p>B. Cartagena noted that in their capacity as representatives to our areas/divisions, members of the Outcomes Committee are fundamental to the accreditation process. She noted that during the last accreditation cycle, the College was dinged for several outcomes-related problems, and shared that a main goal is to receive minimal recommendations from the accreditation team this time around.</p> <p>C. Cartagena asked members to introduce themselves, and specifically what they as division representatives/leaders might need from her and the committee. Members praised Cartagena for her work, and noted that things like periodic office hours for folks who need help and clarification, training sessions, and the Faculty Resource Center are welcome and supportive developments. Selected “needs” this time around tended to focus on telegraphing to faculty members what is expected—“what’s supposed to happen, when, and by whom” as Osman put it. Another member said that faculty members are looking for guidance, including what is actually required, and clarification about timelines. Phillips said she sought a more intentional integration of the outcomes cycle into existing processes.</p>
II. Minutes Approval	<p><i>A. It was moved, seconded, and approved that the minutes from May be approved.</i></p>
III. Update: Summer Work	<p>A. “Emergency” Workgroup. Contra plans from spring, no summer work group of committee members was convened because the District did not approve off-contract hours for Cartagena until August. Instead, for the past three weeks with assistance from Garabedian, Cartagena has been looking at the SLOs for courses up for review this academic year based upon the feedback rubric the committee approved in Spring 2020. Cartagena noted that structural standardization, a semi-controlled vocabulary (informed in part by Bloom’s taxonomy), and increased specificity/details were goals. The intended next step will be to have a review group composed of Cartagena, the area dean, and the respective Outcomes Committee member/area representative meet with the outcomes originator (or reviser) to review this feedback for further clarity and quality. Cartagena noted that for this time around, the “heavy lifting” has already been done. In the coming year, the committee will look for courses up for review for the <i>next</i> academic year in order to obviate work over the summer, and/or holding up the curriculum process.</p>
IV. Focus for Fall	<p>A. Student/Course Learning Outcomes (SLOs/CLOs): Quality and Accessibility</p>

1. Curriculum Review. The committee's focus for Fall 2020 will be working on ensuring the quality of outcomes for the courses that are up for review in 2021-22.

2. Process: Ad Hoc Work Group Meetings. This year we may need to have some ad hoc meetings of the work groups that will look at outcomes. (Again, these groups will comprise Cartagena, the area dean, and the respective Outcomes Committee member/area representative meet with the outcomes originator or reviser.) *Outcomes Committee members should block off 2:30 p.m. on Tuesdays for this purpose in case they are called upon to help.* Cartagena noted we are behind, so we need to get up to speed.

3. Accessibility via the Online Class Schedule. Right now SLOs are not accessible to the outside community—an ACCJC requirement that needs fixing. The committee is seeking to integrate these outcomes into the system (e.g., the online catalog). A lot of this work will be data entry and relocation.

B. Closing the Loop (CTL) and Course Outcome Assessment Timeline (COAT) submissions: 2019-20. Cartagena shared a “disconcerting” inventory Sarah Cote generated that shows existing courses for which IRP has no CTL form and/or COAT. Outcome members need to go back to their areas to meet with deans: if a course was not offered, these courses need to be marked “NA” on this inventory; for those courses that *were* offered, a faculty member needs to be designated in order to get it done. Cartagena noted that these documents were due in October. Priest noted that many of these courses were not offered; he asked and Cartagena answered that we do not have staffing to exclude these. Cartagena reminded the group of contractual obligations in the RHCFA CBA related to outcomes, including listing outcomes on syllabi, entering SLO assessment data, engaging dialogue (i.e., *talking*) about outcomes (and recording this dialogue in the CTL form).

#### C. CTL: 2020-21

1. In Fall 2020, Close the Loop forms are now due as part of the planning process, when program and unit plans are due (i.e., September 25)
2. Task: Lead the charge—*Outcomes members with their deans might seek to designate colleagues in their area/division to be in charge of ensuring Close the Loop forms are undertaken and submitted on time.*

#### D. Timelines

1. 2023. Ours is a six-year cycle, so 2023 is the next time that outcomes currently being looked at will need to be examined again.
2. Task: *CTLs and COATs that need to be completed still should be completed and returned to Cartagena (not Cote as listed originally).*

#### E. Program Level Outcomes (PLOs) as Part of Program Review

1. Reviews of 24 PLOs need to be completed before program reviews are due.
2. Completion for due date: Cartagena asked Cote confirmed that September 25 is when PLO reviews need to be submitted (i.e., the same date as program reviews). Cartagena noted this will be challenging, so at our next Outcomes meeting on September 15, the

	<p>group needs to look at PLOs to generate feedback to the faculty members in charge of the program review.</p> <p>3. Priest said he realizes IRP is swamped, but noted “not [as] a criticism but a comment” that the IRP website does not have much by way of planning documentation. He asked and Cote said that planning documents will be uploaded to <i>Access Rio</i> and the <i>Taskstream</i> websites and that a memo of important dates is coming.</p> <p>F. Outcomes Committee: <i>Taskstream</i> training</p> <p>1. There are two options for <i>Taskstream</i> training for Outcomes representatives: Tuesday, August 25 (2:30 – 3:30 p.m.) or Friday, August 28 (11 a.m. – 12 p.m.). Cartagena asked which date might be preferable, but a consensus not forthcoming, she said <i>she will send an invitation to the group for both options.</i></p>
<p>V. Training Sessions: Schedule TBA</p>	<p>A. Cartagena recalled that deans received a lot of training related to all aspects of the outcomes process during Summer 2020 from IRP Dean Caroline Durdella and Cote, from the overall structure of outcomes, to creating outcomes, to data entry, to outcomes reporting, to CTL and timelines.</p> <p>B. Cartagena sent the training schedule to faculty yesterday; <i>she’ll post these opportunities in Canvas, and also include recordings so faculty members can look at them at their leisure.</i> Cartagena noted that as things change so quickly, she is planning training to happen over four-week increments.</p>
<p>VI. Reminder: IT Processes New Workflow</p>	<p>A. <i>Taskstream</i> Access and Course Access. The workflow for Outcomes changed in Spring 2020, and IT has taken over the support aspect. If a faculty member can’t get into <i>Taskstream</i> or have access to a given course, they need to complete an IT Help Desk ticket via <a href="https://www.riohondo.edu/its/helpdesk/">https://www.riohondo.edu/its/helpdesk/</a>.</p> <p>B. Help Desk: Faculty members should remember to include <i>Taskstream</i> in the subject line, and <i>not</i> contact Watermark (the authors/publishers) of <i>Taskstream</i>.</p>
<p>VII. Reminder: IEC Recommendations (Prioritized)</p>	<p>A. By way of reminder, the Institutional Effectiveness Committee (IEC) has made the following recommendations for this committee.</p> <ol style="list-style-type: none"> <li>1. <i>The Outcomes Committee should provide appropriate training and guidance to instructional programs on the Summary of Findings section of TaskStream so that the narratives describe the results of the outcomes assessment rather than repeating outcomes statements.</i></li> <li>2. <i>The Outcomes Committee should provide appropriate training on reporting results of outcomes assessment so that results go beyond whether standards are met and actually report data.</i></li> <li>3. <i>The Outcomes Committee should provide appropriate training on the Findings section of the Taskstream template so that the Findings section reflects specific actions and a rationale for those actions. Programs should be able to specify what actions will be implemented as a result of their assessment findings or provide a rationale for no actions taking place as a result of their assessment findings.</i></li> </ol>

	<p>4. <i>The Outcomes Committee needs to establish and communicate to all instructional programs the deadline for submitting the Course Outcomes Timeline. Timelines need to be submitted as part of the Annual Program Plan and need to be on file in Taskstream.</i></p> <p>5. <i>The Outcomes Committee needs to establish and communicate a protocol or recommendation for small or one person departments to dialogue about course outcomes assessment and record the dialogue and action plan as part of Closing the Loop.</i></p> <p>6. <i>The Outcomes Committee should take the lead in developing examples that demonstrate appropriate use of outcomes data and actionable instructional strategies that can be used to improve student outcomes or to provide a rationale for why an improvement plan is not necessary.</i></p> <p>7. <i>The Outcomes Committee should also review the Closing the Loop document and make revisions so that programs can report on whether the actions they took to improve student performance resulted in increased mastery of student learning outcomes in subsequent assessment cycles.</i></p>
VIII. Adjournment	A. The meeting adjourned at 3:30 p.m.
IX. Next Meeting	A. The next meeting will be September 15 at 2:30 p.m., but <i>Cartagena will be contacting Outcomes members prior to this time in order to provide feedback for SLOs reviewed this summer in order to familiarize representatives with the process and “template.”</i>

Respectfully Submitted,  
Mike Garabedian, 08/18/2020