



HARTNELL COLLEGE

**Outcomes & Assessment Committee
Meeting Minutes**

December 13, 2021 • 3:00 p.m. – 5:00 p.m.

Zoom: <https://cccconfer.zoom.us/j/93388060183>

Members

Name	Representing	Present	Absent
Dave Beymer	Faculty (PE/Kinesiology)	X	
Brook Foley	Faculty (Counseling)	X	
Angela Clark	Faculty (Nursing)	X	
Guy Hanna	Classified (LLS&R)	X	
Sachiko Matsunaga	Dean (L&LSR)	X	
Liz Morales	Faculty (Business)	X	
Cheryl O'Donnell	Faculty (Business, CSS)	X	
Johnny Perez	Faculty (Math)		X

Guests

Name	Representing	Present	Absent

CALL TO ORDER: The meeting was called to order at 3:05 p.m. by Cheryl O'Donnell. Meeting was conducted via Zoom due to the shelter-in-place order.

ACTION ITEMS:

- Approval of Agenda:** The 12.13.2021 agenda was approved.
- Approval of Minutes:** Minutes for the 11/22/21 meeting were approved.

INFORMATION/DISCUSSION/PRESENTATIONS

3. Assessment of GE/Core Competencies for the 2020 – 2024 Assessment Plan

- The committee continued the discussion started at the previous meeting on how we will do assessment of our GE courses/Core Competencies. Cheryl referenced that the actual process of using aggregated data to assess GE/CCs would not take place until the 2023 – 2024 year. There are several scenarios which might be used and it is an involved process. She said that she and Guy talked earlier prior to the meeting for 1.5 hours on this matter.

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Cheryl shared a [Google doc](#) that she created for the discussion. It listed various approaches to Core Competency assessment using direct measurement. There were four scenarios that the committee discussed and they listed advantages and disadvantages of each. Some questions that were considered during the discussion included:

- Who would do the analysis of the data?
- Is it possible to accomplish two things at once? Assessment of CCs and the Lib Arts and General Studies degrees?
- How granular do we want to get? Are we assessing the student or the “program?” Analysis by individual students based on ID? Holistic, overall approach? Depending on the approach, this could drive the frequency of assessment.
- Sustainability
- What does the ACCJC require?
- What do we desire as an institution?
- How does the curriculum committee fit in?

The four methods that were discussed were:

1. Use the alignment of course level SLOs to the CCs for every course in eLumen
2. Create a course group of GE courses and align them to the CCs based on the sub-committee word one with Guy and the counselors
3. Work with the current General Studies and Liberal Arts degrees to not only assess CCs but also those programs for PPA purposes
4. Create course groups based on the catalog for both local and transfer degrees

Key comments made during the discussion:

Cheryl mentioned that we need to actually go back into eLumen and review the various reports and features to see what will actually be aggregated. As the committee suggested advantages and disadvantages of the various approaches, it was mentioned that it might be a good exercise to go back and have faculty revisit all of their SLOs, rewrite them in a way that is student centered, and review them through an equity lens. This might be possible to do as an activity during the 2023 -2024 Year of the PPA/PLO.

It was discussed that method 3 could be confusing. Who would you share the data with to analyze it because the various emphasis groups have combinations of courses from a lot of areas when you look at the major required courses? Guy pointed out that the degrees only have five equivalent PLOs to our CCs. Personal Growth and Responsibility is missing. Dave Beymer suggested that we go back to the counselors and have a discussion about revising them to add the missing one.

Also, with the analysis of the data for these GE degrees even if we do it as a committee, what happens in terms of interventions? Who completes action plans? Cheryl suggested maybe we do a summary report of where the courses place in terms of mastery levels and then we give that to the discipline faculty who teach in those areas.

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It was clear that method #3 is challenging based on the nature of all of the combinations and possibilities. In a nutshell, we need to decide if we could use these degrees as the method by which we do direct assessment of the CCs. We don't have a choice when it comes to the PPA program review.

Dave Beymer suggested that approach one and two kind of go together. We should start with the courses as grouped by Guy and his team and then look at the SLOs for those individual courses and identify the SLO(s) that align to the CC. All of them might but some of them may not. They could be program level alignment.

All of the courses that are in the Gen Study and Lib Arts degrees are GE courses for Hartnell. However, they may not be for CSU or IGETC (e.g. BUS 43)

After the 4 methods were discussed, Cheryl summarized the discussion. She did say that there are some things that still need to be looked at such as ACCJC requirements. Dave Beymer suggested that we also add another question to our list: How does the curriculum committee fit in with this work? Cheryl acknowledged that we have time to make these decisions because the Year of the PPA/PLO and CC assessment is still 1.5 years away. As far as putting it in the assessment plan, it was stated that a general placeholder statement could be used. We know that for this cycle, regardless of the method, eLumen will be the tool that we use to pull the data based on some type of mapping. Members agreed that we are not ready at this time to make a final decision and that we need to take the necessary time and be confident in the decision that we make.

4. Achieving the Dream Conference

- a. Guy informed the committee that he and Cheryl have been approached by eLumen about making a presentation at the Achieving the Dream conference that will be held in Portland, Oregon in February. Guy and Cheryl will be part of a presentation team that will include Dave Beymer and Nina Vazquez. The team will present on the various equity work that is being done by the standing committees of the Academic Senate. He shared an initial draft of the program description that will be used at the conference.

5. Presidential Task Force Recommendation 2

- a. Cheryl shared the Recommendations from the Presidential Task Force on Race and Equity. The recommendations are in report format and the version that was shared is being circulated among different constituent groups for input and feedback. The report provides four overarching recommendations and then goes into further detail breaking recommendations down into action group recommendations. Overarching recommendation #2 will involve the Outcomes and Assessment Committee. The recommendation states, "Complete an annual review of student outcomes data and integrate the findings into all aspects of college planning including the budgeting and resource allocation process. Create a Data Response Team to determine what data and metrics are needed, to be revised annually and to take action based on the annual review, including the development of Board Policies and Administrative Procedures. Doing so would also ensure that all stakeholders have access to the proper tools and

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queries to access timely reports.” The O & A committee is also listed as a responsible party for Action Group recommendations 12 and 13 which state, “A review and audit of processes and program, student and service area outcomes.” The report of recommendations will be presented at January Flex days for further review and feedback and then the task force will work on incorporating feedback from the various constituent groups.

6. SLOs and CurricUNET Review

- a. Cheryl held a discussion with the committee to ask for their thoughts on the new format that was used in the minutes for documenting the review of SLOs. She stated that she wants to be respectful of the work that faculty do and would not want anyone to be offended if they saw their course listed as needing recommendations in our meeting minutes. Dave and Guy pointed out that the wording is fairly generic and does not list any specific faculty – just the course that was reviewed. Cheryl said she would share the format with Curriculum Chair, Kelly Locke and ask for her opinion. If need be, the minutes from the November 22 meeting can be modified to remove the details.

ADJOURNMENT: The meeting concluded at 4:43 p.m.

NEXT MEETING(S): February 14, 2022

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