



HARTNELL COLLEGE

**Outcomes & Assessment Committee
Meeting Minutes**

March 8, 2021 • 3:30 p.m. – 4:45 p.m.

Zoom: <https://cccconfer.zoom.us/j/98789484242>

Members

Name	Representing	Present	Absent
Dave Beymer	Faculty (PE/Kinesiology)	X	
Brook Foley	Faculty (Counseling)	X	
Toni Gifford	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	
Dan Petersen	Faculty (English)	X	
Lesha Rodriguez	Faculty (Art)	X	
Johnny Perez	Faculty (Math)	X	

Guests

Name	Representing	Present	Absent
Wendy Lampart	Chemistry	X	

CALL TO ORDER: The meeting was called to order at 3:33 p.m. by Cheryl O'Donnell. Meeting was conducted via Zoom due to the shelter-in-place order.

ACTION ITEMS:

- Approval of Agenda:** The 02.22.2021 agenda was approved as written.
- Approval of Minutes:** Minutes for the 02/08/21 meeting were approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Meeting with Languages & Learning Support Resources Area – Value Rubric

- Dr. Matsunaga confirmed that the L&LSR area meeting for March 12 will be dedicated to presenting the Written Communication rubric to the L&LSR faculty. Dan Petersen will review the rubric elements with the faculty and ask for feedback.

2. Update on eLumen data load

- Cheryl informed the committee members that she and Guy Hanna met with Megan Blevins from eLumen to discuss the addition of the committee approved attributes to the data load. Megan confirmed that this could be done

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and that the next step would be to schedule a meeting with IT and eLumen personnel. Megan informed Cheryl and Guy that eLumen has a professional service that would allow the data in Hartnell's database to be modified to include the approved attributes. The information would be backdated to whatever date is determined by Hartnell. There is a fee that will have to be paid for doing so.

3. Lesson on SLOs and CurricUNET Review

- a. Cheryl gave an overview of guidelines for writing/evaluating SLOs. As has been discussed in previous meetings, the O & A members have been added to the CurricUNET program with permissions to review SLOs for courses in the approval queue. Cheryl presented a handout that contained guidelines as well as resource links on writing SLOs. These resource links included:
 - [Assessment Best Practices and Instruments](#) (U of Michigan – Guy's Go To)
 - [Writing Student Learning Outcomes](#) (U of Wisconsin-Madison)
 - [High Quality Learning Outcomes](#) (U of Buffalo, CEI – Guy's Other Go To)
 - [Checklist for Writing Outcomes](#) (Monterey Peninsula College)
 - [Learning Outcomes Review Checklist](#) (Cornell University)
 - [Writing SLOs Workshop Packet](#) (Northern Michigan University)
 - [Characteristics of Well Written Learning Goals](#) (Linda Suskie – Guy recommended!)
- b. After Cheryl's presentation was concluded, the committee members split into two separate groups to begin reviewing courses in CNET. Each group was given assigned courses to review and comments/suggestions were made in CNET as needed. The committee will continue this practice in future meetings.

ADJOURNMENT: The meeting concluded at 5:00 p.m.

NEXT MEETING(S): April 12, 2021

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