



HARTNELL COLLEGE

**Outcomes & Assessment Committee
Meeting Minutes
October 28, 2019 • 3:30 p.m. – 4:45 p.m.
A-116**

Members

Name	Representing	Present	Absent
Dave Beymer	Faculty (PE/Kinesiology)	X	
Eric Bosler	Faculty (Photography)		X
Brook Foley	Faculty (Counseling)	X	
Toni Gifford	Faculty (Nursing)	X	
Guy Hanna	Classified (LLS&R)	X	
Peggy Mayfield	Faculty (Library)	X	
Kathy Mendelsohn	Management (LLS&R)	X	
Liz Morales	Faculty (Business)	X	
Cheryl O'Donnell	Faculty (Business, CSS)	X	
Dan Petersen	Faculty (English)	X	
Lesha Rodriguez	Faculty (Art)	X	

Guests

Name	Representing	Present	Absent
Kelly Locke	Curriculum (Chair)	X	

CALL TO ORDER: The meeting was called to order at 3:34 p.m. by Cheryl O'Donnell.

ACTION ITEMS:

- Approval of Agenda:** The 10.28.19 agenda was approved as written.
- Approval of Minutes:** Minutes from the 10.14.19 meeting were approved as corrected.

INFORMATION/DISCUSSION/PRESENTATIONS

- PPA/PLO Update—Spring Flex Day:** Cheryl reported that an email regarding Question 4 of the PPA was sent to all full-time faculty and deans today along with links to videos to help them to answer each of the four questions. This should serve as a reminder and encourage faculty to complete their PPAs before the end of the semester; question 4 can be completed during the Student Success Conference O&A time slot. Both Dave and Kathy approached management with the concept of not requiring resource allocation requests because “there is no money available.” It was recommended that either the money be allocated to IT to address their issues or to be used for allocation from last year’s requests. Guy reported out

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that there was an O&A presentation at the LLS&R Division meeting on Friday, October 25— Guy excerpted the necessary data for faculty to use and answered faculty questions. Dave projected a data example on the screen for faculty to see and provided an explanation. An LLS&R faculty commented how useful the data extraction was to answering Question 4 and for comparison purposes (SLOs to PLOs, success data, etc.). A major goal for Question 4 is for faculty to recognize that more assessment data from courses is needed to make valid decisions regarding program planning. Most faculty reported that they had not yet made much progress in completing the PPA.

Cheryl reviewed the activities for flex day: Answers to Question 4 follow-up; any changes to PLOs and Curriculum; Re-mapping of SLOs to PLOs; Assessment Calendars, PLO Reflection Reports (previously, Action Plans have been created only for courses). Cheryl and Dave discussed the importance of using the data (mapping and assessment) reviewed for planning purposes and “taking it to the next level.” Kelly Locke will also be part of the O&A presentation and will support how course SLOs should drive the curriculum and programs. It was discussed if the PLO Reflection Report should be separate or included in the PPA; Cheryl suggested that regardless of where it is housed, the PLO Reflection Reports need to also be available on the O&A web page. The Year of the PLO continues throughout the Spring 2020 semester, which will be conveyed to faculty. It was also discussed that the O&A team should create a class to guide faculty and staff through the assessment process/cycle.

2. **Discussion of Merger of O&A Committee and the PPA process:** Currently, there is no PPA Committee; it was disbanded in 2013. Cheryl and Guy will make a presentation about these efforts at the next Senate meeting to ensure that the faculty have a stronger voice regarding these processes at Hartnell. Program Review (PPA at Hartnell) and course/program assessment is a faculty responsibility (AB 1725, 10 + 1), who should have more input to timelines and processes. These efforts were combined prior to 2012 (prior to the PPA Committee being disbanded) because of overlap and need for faculty involvement, and there is a movement to combine these again. The committee discussed how the PPA/SLO/PLO activities need to receive for the sharing and use of these documents. These efforts could improve awareness and success on campus.
3. **Review of SLOs in CurricUNET—discussion for best approach:** Tabled (lack of time). Cheryl will discuss with Kelly the triggering of SLO review in CurricUNET (need to know because of the seven-day window for feedback after official submission in CurricUNET). Guy will be reviewing CurricUNET notifications through the end of the semester to determine the pattern; he will reach out to the group if he needs assistance.

ADJOURNMENT: The meeting concluded at 5 p.m.

NEXT MEETING(S): November 25, 2019 (November 11 is a holiday)

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