Agenda Items

1.) Aligning Course to Program Pathway Outcomes – SLO Coordinators
   a.) eLumen
      • Y. Mi Hu presented SLO and eLumen information. In fall 2016, one year of useable data will be available in eLumen. The three Program Pathways (Foundational, CTE, GE Transfer), each have 3-4 Student Learning Outcomes (SLOs). CTE and GE Transfer Pathways share two outcomes: reasoning skills and communication skills. Course SLOs may not map to every program SLO, but at least one will need to align with one of the programs. eLumen will be auto-populated with data that has been previously entered for the courses, allowing an overview of progress, assessments, and the aggregation of data required for accreditation. The transfer of information is anticipated to be easy, with no more need for re-mapping to generate the report. Y. Mi Hu reminded Department Chairs to be specific about alignment and to maintain accuracy of data by mapping only as needed, and emphasized the importance of accurate course design as a tool for proper alignment to program SLOs.

      • Y. Mi Hu demonstrated the eLumen curriculum map drop down menu now available to instructors, sharing instructions on data entry, including how to map a course SLO to a program SLO. She will send this information to all Chairs and Directors following the meeting. E. Sumnik-Levins asked if the data that is entered in eLumen will replace what was previously part of the Program Review modules. Y. Mi Hu responded that eLumen is more of a ‘recycling of data’ from the course SLO level to the program SLO level, while the Program Review module is a reflective response of what is happening in the Department. K. Daar added that the SLO assessments and results serve as a means to connect goals with resources.

      • R. Frank shared that in the Anthropology Department, they have made efforts to keep their SLOs at one to two per course, however, they have broken their rubrics down to be more specialized, so that critical thinking, course specific knowledge, communication skills, etc. are noted in the rubric core. Alternatively, in the SLO that is now mapped to program, communication skills are not separately identified, despite the fact that it is accepted as part of the SLO. Y. Mi Hu responded that the assessment is what needs to be evaluated. R. Stein asked if the data mapping uses the overall score, the rubric, or specific lines. She shared concerns over the validity of the data output, depending on how the data is compiled in eLumen. Y. Mi-Hu responded that the program cannot separate specific types of data at this time, which is why mapping is important and alignment needs to be to specific skills taught within the course.
2.) DE Coordinator Update – J. Hams

- J. Hams shared that the transition from Etudes to Canvas has successfully taken place. Summer went very smoothly, especially student data auto-population. Some instructors who are already scheduled for fall are still not certified and need to complete this mandatory training immediately. L. Nalepa offered information on training session formats that are still available, reminding Chairs and Directors that the training schedules are also posted on the Virtual Valley webpage.
- L. Nalepa shared news that the Faculty Senate passed the motion for all instructors offering web-enhanced classes using Canvas to also be Canvas certified. Academic Affairs will be making calls to these instructors, offering information and assistance in obtaining certification.

3.) Curriculum – R. Frank

- R. Frank shared that she will email a reminder to Department Chairs about curriculum updates needed in the fall to be forwarded to the appropriate faculty members within each department.

4.) Academic Senate – J. Miller

- No representative from Academic Senate in attendance.

5.) Program Review Annual Modules 2016-2017, Part 1

- K. Daar discussed Annual Program Review modules for the upcoming year. Suggestions for improvement are always welcome and should be directed to M. Fowles. An automatic data population feature is expected to create an easier user experience compared to last year. Both Internet Explorer and Chrome browsers can be used for the Program Review website, per LAVC’s Information Technology Department.
- Chairs and Directors were encouraged to not blindly accept the auto-populated data, but instead, review, eliminate, and expand, as appropriate. The July Chairs and Director’s meeting will focus on interpreting SLO assessment and achievement data, utilizing the information in an effective manner, and supporting Program development. As part of the Quality Focus Essay, M. Fowles will lead a conversation in July on how to use achievement and assessment data to make institutional decisions. K. Daar reminded attendees that the deadline for submitting all modules, except the hiring module, is September 30th. The Hiring module is due July 1st. Deans will validate information, but Departments are responsible for updating data and maintaining overall accuracy. The Vice President of Academic Affairs will provide further validation and have the modules available to the hiring workgroup in early September.
• The Office of Academic Affairs will provide data on full-time and part-time ratios per discipline to the Program and Effectiveness Committee (PEPC) Hiring workgroup, but this data is not available today as there are still more processing of new hires and scheduling changes to be made. K. Daar encouraged Chairs to provide details in the Hiring module about how many faculty members are doubling-up in offices and the amount of available work space for existing faculty members. Deans will evaluate staffing ratios with Department Chairs before the PEPC Workgroup reviews this information.

• K. Daar advocated at the last PEPC meeting to retain module questions related to future instructional staffing changes. Anticipated staffing changes, such as retirements and transfers are helpful in planning for long-term goals. E. Swelsted asked about classified hires. K. Daar said that a separate module is due, along with the other modules, on September 30th. D. diCesare added that new Chairs have access to last year’s program review. L. Nalepa suggested that Chairs be very specific about how new faculty/staff can lead to higher completion rates, higher committee involvement, more certificates earned, etc. in their Program Review requests.

• Proposed validation comments should be discussed with the area Dean before adding to the validation column. R. Frank asked why there is a need for both a validation section in addition to validation section for the committee. K. Daar responded that the first validation section is for communication between the supervising Dean and the Department while the second validation section is for information to further inform committee review for institutional decision making. K. Daar also stated that the new Dean, J. Pipkins, will be starting soon, but he will not be providing commentaries for validation in the Hiring module. Current Deans will assist in getting him up to speed on programs and modules needing to be validated by September 30th.

• K. Daar explained that at this time, there is a limited amount of funding in the Academic Affairs budget that can be allotted toward department office supplies if needed, but these requests must be reflected in the Supplies module. Equipment and/or resources should be submitted in the program review for Budget Committee consideration and possible prioritization by the President. L. Nalepa commented that the most important part of the module is the face-to-face communication with the Deans. Open communication between faculty and Deans aids in understanding of Program Review and requests. K. Daar referred to information in the Technology module. Specific statements need to be aligned with program goals as part of Block Grant funding requirements, mainly that the requests will be used for student instruction. Supply requests will be reviewed, validated, and prioritized. If funding for low priority items is available, it may be provided.
• It is helpful to know what software is needed, is currently used, and which licenses may need to be purchased, etc. to budget appropriately. New computers may be purchased as needed, in addition to cascading existing systems. A recurring complaint about program review is that it is too time consuming, and doesn’t get used again, but K. Daar clarified that she uses this information regularly and relies upon its accuracy in planning purposes. W. Wallis asked about who can help with funding questions. K. Daar stated that the area Dean can offer vendor and pricing guidelines.

• K. Daar reminded Department Chairs to make sure that requests are aligned with the Educational Master Plan objectives. J. Miyasaki shared that the Educational Planning Committee (EPC) spent time going through Department modules, aligning the data to the Educational Master Plan as the committee deemed appropriate, since many Departments did not do this themselves. The justification for these alignments should be entered by the Department, however, as there is the potential for the justification of alignment to be misconstrued when it is entered by someone outside of the Department.

• The Facilities module is open and accessible now. This module is reviewed by the Work Effectiveness Committee (WEC) and the Facilities Planning Committee (FPC). FPC reviews faculty and staff housing needs, future plans for the work environment, etc., while WEC looks at cleanliness, etc. The more specific details that are entered, the better for proper allocation of state funds.

• The new Administration and Career Advancement Center building is scheduled to be ready for move-in by the end of the year, with an expected opening date in spring 2017.

6.) Items from the floor:

• J. Borucki presented a new "Expert List" she has created to provide a list of faculty members interested in speaking to the media on their professional skills. This list will be used to provide information in response to media relations requests for professionals in specific fields. She encouraged all Chairs and Directors to share this with all faculty members in their respective Departments.

• P. Melody shared Artificial Electronic Defibrillator (AED) information. Faculty and staff need to know where they are located on campus, their function, and how to identify the signs of a heart attack. E. Sumnik-Levins asked if AED training will be made available and if participants will receive a training completion certificate. P. Melody responded that it is a possibility.

Adjournment: 3:17 p.m.
Present:
Ms. Karen L. Daar; Dr. Deborah diCesare; Dr. Laurie Nalepa; Mr. Michael Arshagouni; Ms. Elmida Baghdaserians; Ms. Pamela Byrd-Williams for Ms. Sara Huang; Mr. Steve Castillo; Ms. Dora Esten; Mr. Jim Fenwick; Mr. Clive Gordon for Lynne Brower; Ms. Jacquelyn Hams; Mr. William Hendricks; Ms. Tiffany Lanoix; Ms. Michelle Lewis; Ms. Patty Melody; Dr. June Miyasaki; Dr. Ron Mossler; Dr. Tyler Prante; Dr. Amadeo Quilici for Lilit Davoyan; Ms. Jennifer Read; Dr. Tasos Sioukas; Ms. Rebecca Stein; Ms. Eugenia Sumnik-Levins; Mr. Eric Swelstad; Dr. William Wallis; Mr. Scott Weigand

Resource Members:
Ms. Jennifer Borucki; Ms. Rebecca Frank; Dr. Larry Nakamura

Guests:
Ms. Ruby Christian-Brougham; Ms. Yih-Mei Hu; Dr. Reginald Hubbard; Mr. Patrick Hunter

Absent:
Mr. Matthew Jordan; Dr. Michael Avila; Mr. Gerald Clark; Ms. Mary Cox; Dr. Ted Fickel; Ms. Deborah Kaye; Mr. Josh Miller; Dr. Doug Marriott; Ms. Ellie Rabani; Ms. Marni Roosevelt; Ms. Laura Scott.

Next Meeting: July 26, 2016 (2016-2017)