

Program Review & Outcomes Assessment Committee (PROAC)

Meeting Minutes

May 15, 2020 • 2:00PM • ZOOM

Valarie called the meeting to order 2:15PM

Present: Komal Bandyopadhyay, Edward Modafferi, Valerie Albano, Kelly Fowler, Doug Kain, Matt Escobar, Lisa Diaz, Kristen Rieg, Brandon Tenn, William Baker, Michael Weepers, Kristy Brace, Bryan Donnelly, Craig Villhauer, Linda Williamson, Aaron Gregory, Scott McCall, Matthew Warner-Davies, Bryan Tassej, Alana Perlin, and Louisa Benhissen.

Guests: Seferina Ramirez and Bianca Munsayac (Recorder).

Review and Approval of Minutes

a) Old Business

i) Program Review – Historical Documents (CurricUNET to InfoPath to eLumen) on Merced College

Assessment Overview website at <https://www.mccd.edu/about/committees/assessment/program-review/index.html>

ii) Additional content for Assessment Overview homepage and/or the Canvas course on [eLumen, Assessment, and Curriculum Training](#)

(1) NOTE: changing name to “Program Review and Outcomes Assessment” website over the summer.

iii) Updates to course SLO assessment schedule form

(a) Val reviews the SLO Assessment Schedule Form. On the form, every active course is listed by area. Val asks the CATs to select when they would like to assess the courses listed (Fall, Spring, Summer). Val shares that she will try to keep the documents available in multiple place so that the form can be accessible and that this process will become an institutional step.

(b) Komal shares her information regarding eLumen roster updates and asks the committee for input on the dates and frequencies for these uploads.

- a. Val notes that the data updates need to happen multiple times in a semester.
- b. Bryan shares that it may be a good idea to have it towards the end of the semester.
- c. Komal remarks that collaboration between ITS and the AVPI’s area would be needed as it takes time to work on the data upload.
- d. Val suggests to upload in the beginning of the semester and mid-semester.
- e. Thomas C inquires about the upload on eLumen
 - i. Val informs him that the upload mentioned was regarding the transfer for roster data from Colleague to eLumen.
 - ii. Thomas notes that this sounds like something that should happen routinely on the back end.
 - iii. Komal shares that previously, Gabriela would upload the roster data manually once a semester. Thomas asks why is anyone manually uploading it at all.
 - iv. Dwight asks Komal about the process Bryan has in place so far? Komal informs the committee that Bryan has set the files to send to eLumen.
 - v. Kelly notes that it sounds like a process on the back end and suggests to have a separate meeting to discuss changes to the process.
 - vi. Edward quips that if this process could be automated it, we may be able to include summer data, which hasn’t been included in the past. Val concurs that if the automation could be done, it would be very useful.

b) New Business

i) Updates on Program Review Status?

(1) Edward announces that there aren’t any updates on Program Review and notes that hopefully people will be able to do it in the Fall

(a) Will asks about the due dates for Program Review, will it be due early September?

(b) Ed responds that the program review should be due the first Friday in September or TBD.

ii) Updates on Course Assessments and GELOs

Edward shares that they are currently testing if this new process can work and if so, hopefully in can facilitate better capturing GE data.

iii) Discussion: SLO Assessment form at Convocation

Val suggests that completing the SLO Assessment form at our area/cohort meetings after Convocation would be the easiest way to complete this task.

iv) Discussion: Working with Assessment consultant from UC Davis

Val shares that due to the lockdown, she is unsure if the UC Davis consultant will continue. Val notes that the UC Davis consultant is applying for grants to do this kind of work. Unfortunately, we currently do not have enough time to facilitate a training on assessment.

(1) Doug asks where are we on the program assessments on eLumen and notes that the assessments would still need to be completed for different disciplines.

(2) Edward shares that curriculum mapping is still available and people should have already completed it

v) Resource Allocation process: 2019-20 – eLumen to Area Deans → prioritized in IMPC (see Excel spreadsheet attachment)

(1) Edward reminds the committee to complete the 2019-2020 resource allocation forms as the cycle is continuing.

(a) Doug adds that the spreadsheet may need to be re-examined to add some columns for additional information. He informs Edward that he'd be happy to meet with him to review it.

(b) Edward notes that it would be helpful to identify how resources affected the processes and program learning outcomes.

vi) Other

(1) Val informs the committee that an email on how to log into eLumen to join the eLumen/Canvas shell will be sent.

(2) Komal informs the committee that she will be sending out a participatory governance survey to everyone and she hopes that the committee members can assist by responding.

c) Announcements

i) Meeting schedule for Fall semester – 3rd Friday of the month from 2-3PM – Sept 19, Oct 16, Nov 20, Dec 18?

Edward announces the meeting schedule for the Fall semester and informs the committee that the DEC 18 meeting may move due to the holidays.

ii) Other

d) Adjournment

The meeting adjourned at 2:51PM