**Oxnard College**

**Learning Outcomes Team**

**Meeting Minutes**

**Present:** Graciela Casillas-Tortorelli, Erika Endrijonas, Karen Engelsen, Gloria Guevara, Lisa Hopper, Carolyn Inouye, Linda Kamalia, Bola King-Rushing, Christiane Mainzer, Barbara McGinley, Jim Merrill, Gilbert Rocha, Mati Sanchez, Christina Tafoya

**Guests:**

<table>
<thead>
<tr>
<th>Meeting Date: 05/03/2011</th>
<th>Minutes Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recorded By: B. McGinley</td>
</tr>
</tbody>
</table>

**AN = Action Needed**  
**AT = Action Taken**  
**D = Discussion**  
**I = Information Only**

### DISCUSSION/DECISIONS

1. **Called to Order**  
   The meeting was called to order at 2:05 PM

2. **Welcome**  
   E. Endrijonas welcomed everyone to the last LOT meeting of the academic year.
   C. Inouye reported that they reached almost 50 people.
   Feedback was that people found it user-friendly.

3. **De-Brief eLumen Training – Carolyn & Bola**  
   E. Endrijonas stated that her interest was to try to help faculty to become comfortable with it and to find a way for it to work for them. There are areas where we need to have the GE levels so we can map into that.
   C. Inouye stated that GEs and SLOs need to be put into eLumen. J. Merrill stated that the feedback he heard was that the training took much longer than it felt was necessary. C. Inouye will have an opportunity to provide feedback to eLumen. C. Inouye asked who we would like to ask to come back to provide more training?
   E. Endrijonas said that we should focus future training on assessment and rubrics. B. King-Rushing felt confident that he could help faculty use the system. **E. Endrijonas asked B. King-Rushing to do a glossary cheat sheet to be developed over the summer to help faculty.**

4. **Flex Week Training – Assessments? Rubrics?**  
   Flex week training should be focused on people who have not yet accessed eLumen. B. King-Rushing stated that suggestions like that need to go directly to the Professional Development Committee (PDC) since they are putting the flex week activities together. **Since B. King-Rushing is a member of PDC and will take this**
suggestion to the next meeting. B. King-Rushing will be doing the eLumen training during flex week. B. King-Rushing added that PDC needs input because right now. E. Endrijonas stated that her interest is having faculty submit whatever SLO assessments they have done thus far this year in order to file the annual report for ACCJC by June 1st. G. Guevara stated that if B. King-Rushing needs help, she would be willing to help.

E. Endrijonas asked for any other comments for B. King-Rushing to take to PDC. G. Guevara suggested that they break out into divisions or departments for training. If there is a mix of disciplines, it may be harder to do any training.

E. Endrijonas reported that every single course offered in the Fall has an SLO in place, so she did not have to pull any courses. Everyone stepped up and E. Endrijonas thanked everyone for their efforts.

Dr. Duran proposed six grants to the Chancellor last week, one of which was a Title V Collaborative with CSUCI. CSUCI is moving to outcomes assessment for their evaluation of students. They are trying to have their entire institution be about outcomes-driven. They are a bit behind us in getting them going. They are writing a Title V grant with the focus being on SLOs and have invited Oxnard College to be a partner. Ideally, students that have transferred there would have met their SLOs. This grant will include a counseling assistant to focus on transfer, as well as an assessment specialist to help faculty. There would be travel stipends to go to conferences, iPads, and more. The RFA should come out soon, with a short turn-around time. When everyone returns in the Fall, hopefully we will be part of this process. E. Endrijonas hopes it comes through because Oxnard College can do a lot of great work with CSUCI.

E. Endrijonas stated that she could email out a “Committee Evaluation,” but decided to present the evaluation questions during the meeting.

- **Are the appropriate constituent groups represented?** K. Engelsen would like to get counseling faculty involved. Someone from technology, maybe? The Librarian needs to be involved, as well as a rep from Transitional Studies.
- **Goal Setting:** Clear purpose, Mission Statement on agenda cover.
• **Goals Reached this Year?** Yes
• **Process Implementation:** Minutes have been excellent. C. Inouye stated that we need to provide information to faculty as we work through the SLOs. J. Merrill asked about the website. B. King-Rushing will be working on that over the summer. E. Endrijonas stated that CurricUNET is coming, but SLOs will need a place on SharePoint, too. It is important for us to have them in both places. L. Kamalia asked if in the future we will need to have an Annual Report.
• **Identify Three Major Committee Accomplishments:** (1) Only courses with SLOs are in the schedule; (2) Implementation of eLumen; (3) Committee meets regularly and has good attendance.
• **To What Degree Do You Agree with the Following Statement:** need to be more focused and stick to the agenda. Sometimes we are all over the place.
• **Identify Three Changes to Improve the Effectiveness:** (1) problems or accomplishments in the last few weeks; (2) what is happening on campus; (3) SLO – how do we improve our effectiveness and to be better teachers.


IX.  Adjournment  I  The meeting adjourned at 3:10 P.M.

X.  Future LOT Meetings  I  This was the last LOT meeting of the year.