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**SLO Committee Agenda**
**Wednesday, August 25, 2021**
11:00 am to 12:00 pm
on Zoom
https://siskiyous-edu.zoom.us/j/94431146192

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**Discussion:**

Programs entered into eLumen
SLO module configuration/initiation requires programs to be entered eLumen.
Who is ensuring Information is correct? Check in with administration.
Didn't we do some of this work? How do we retain this info?
Determine support needed for SLO process.
Suggest SLO committee become an Academic Senate Standing Committee.
Flex training for full-time faculty
Institutional support
Stipends for adjunct faculty
Conferences
Positions filled

Start of Fall 2021

Determine meeting days and times.

Determine if we want to split the SLO coordinator role.

Fall 2021-SLO module Configuration/Initiation Phase
Allow 3 months to configure module.
Lots of decisions making but we can change our mind.
Choice of roll-out to everyone or pilot to a limited number of programs?
Mass Sync should happen at census, Week 4 of Spring 22 Semester

Spring 2022- Prepare for SLO data merge with Program Review

Fall 2021- Prepare for SLO construction
Build rubrics in eLumen
Create rubrics in eLumen, needs to happen at the beginning of the semester.

Schedule several Flex activities for SLO creation and rubrics.
Break this out over the Fall semester.

Spring 2022- Implementation of SLO Assessments

**Notes:**

# College of the Siskiyous

# Assessment Implementation

*Summary:* The Assessment Project develops the framework for term related assessments such as student learning outcomes evaluations to be conducted as well opportunities to map and assess program and institutional outcomes.

*Personnel:* To execute this project you will need college personnel that are familiar with the assessment processes and decisions that are made on campus. Individuals such as **SLO Coordinators or Deans of Instruction** are likely to be project leads. Additional advisors would be very helpful: Curriculum Specialist

*Considerations:*

· Course Curriculum and Assessment implementations should not overlap.

· Institutions using the Curriculum Module should approve course and program SLO changes within the Course and Program Curriculum system, not the SLOs and Assessment system.

· The eLumen assessment module grows alongside your institution's evolving assessment model. eLumen recommends initiating the assessment implementation in the 3 months prior to when you intend to enter SLO score data.

· eLumen assessment supports both curricular SLOs and non-instructional student learning outcomes (a.k.a. SAOs, SSLOs, or Support SLOs). If the two areas will use a similar assessment model (e.g. rubrics, scoring cadence), then non-instructional assessment can implement alongside instructional. Otherwise, eLumen offers a targeted Non-Instructional Assessment Implementation.

*Recommended Services:*

· eLumen recommends completion of Assessment Scoping and Discovery prior to Assessment Implementation.

· Assessment implementation requires the import of all course, program, and institutional SLOs into the eLumen system. Talk to your Customer Success Manager if you will have any difficulty gathering your SLO statements.

· eLumen offers managed services to build your Reflection templates within Assessments to build a cohesive reporting structure.

· eLumen can provide direct training for Faculty on creating, planning, and scoring Assessments.

# Meeting #1: Introduction, Agenda, Project Close

**Attendees:** Project Lead, Assessment Project Lead, SLO committee

**Duration: 30 minutes**

Meeting Agenda:

- Implementation Timeline
- Assessment Hierarchy and split model
- Project Close

Action Items:

- Discuss Implementation Timeline

Support:

- Email support for ongoing questions
- [Assessment Configuration Guide](#)

Client Homework:

- Review current structure and determine assessment strategy
- Client starts to gather existing rubrics and scales used by faculty.

## Meeting #2: Remaining Assessment Settings and SLO Import Template

**Attendees:** Assessment Project Lead

**Duration: 1 hour**

Meeting Agenda:

- Assessment Types
- Rubric Types
- Mastery levels
- Scales

Action Items:

- Discuss Assessment Types
- Discuss Rubric Types
- Discuss Mastery levels
- Discuss Scales

Support:

- Email support for ongoing questions

Client Homework:

- Bring Assessment example for a course to next meeting
- Extract Course and Program SLOs
- Provide CSM with Course and Program SLO template files

# Meeting #3: Assessment Types, Scales, and Rubrics

**Attendees:** Non-Instructional Project Lead

**Duration: 1 hour**

Meeting Agenda:

- Assessment Types
- Assessment Scales
- Rubric Types

Action Items:

- Discuss Assessment Types, Scales, and Rubric Types
- Review SLO and context import

Support:

- Email support for ongoing questions

Client Homework:

- Bring Assessment example for a context/program to next meeting

# Meeting #4: SLO Listings and Assessment Creation

**Attendees:** Assessment Project Lead, Non-Instructional Project Lead, Project staff

**Duration: 1 hour**

Meeting Agenda:

- Create an Assessment
- Assessment Library
- SLO Listing Tab

Action Items:

- Discuss how to create an Assessment with client configurations
- Discuss the Assessment Library and Filters
- Walk institution through SLO Listing tab

Support:

- Email support for ongoing questions
- [How to create an assessment guide](#)

Client Homework:

- Select Course/Assessment to use as an example for ongoing demos

# Meeting #5: Default Assessments vs. Faculty Created Assessments

**Attendees:** Assessment Project Lead, Non-Instructional Project Lead, Project staff

**Duration: 1 hour**

Meeting Agenda:

- Default Assessments
- Faculty created Assessments

Action Items:

- Discuss the multilevel assessment options and how an institution could take advantage of each level.
- Discuss the work Faculty will need to do.

Support:

- Email support for ongoing questions

Client Homework:

- Designate a faculty member as champion for faculty usage.

# Meeting #6: Planning an Assessment & Faculty View

**Attendees:** Assessment Project Lead, Non-Instructional Project Lead, Project staff

**Duration: 1 hour**

Meeting Agenda:

- Planner
- Faculty perspective
- Results Explorer

Action Items:

- Discuss Planner and how it can be used and viewed
- Discuss what Faculty see when logging into the system.
- Discuss the Results Explorer and how users can view the data.

Support:

- Email support for ongoing questions
- [Faculty Training Guide](#)

Client Homework:

- Assess certain SLOs in test site to view at next meeting via reports.

# Meeting #7: Roles & Reporting with Assessment

**Attendees:** Assessment Project Lead, Non-Instructional Project Lead, Project staff

**Duration: 1 hour**

Meeting Agenda:

- Reports
- Assessment Roles

Action Items:

- Report configuration and navigation
- Discuss what each report pulls/means
- Discuss system default roles and sub-roles

Support:

- Email support for ongoing questions

Client Homework:

- Practice pulling reports
- Assign roles to individuals as you think of them.

# Meeting #8: Project Close with Project Sponsor

**Attendees:** Assessment Project Lead, Non-Instructional Project Lead, Project staff, Project Sponser

**Duration: 1 hour**

Meeting Agenda:

- Questions pertaining to Assessment
- Support model for Assessment
- Train the Trainer
- Train Faculty

Action Items:

- Discuss meeting cadence for support with Assessment
- Discuss how to proceed with training the trainers/Coordinators
- Discuss Faculty training timeline
- Sign Project Implementation Charter completion date

Support:

- Email support for ongoing questions
- Zendesk Support

Client Homework:

- Continued training of new faculty and personnel in eLumen

# Optional Set-up and can be inserted in Meeting 2! Non-Instructional and Alternative Organization Structures

**Attendees:** Non-Instructional Project lead, Assessment Project Lead

**Duration: 1 hour**

Meeting Agenda:

- Context SLO import
- Organizational Structure

Action Items:

- Describe Alternative Organizational Structures
- Discuss option of importing SLOs and Contexts
- Discuss option of creating SLOs and Contexts manually

Support:

- Email support for Template questions.
- [Non-academic design](#)

Client Homework:

- Determine how to import SLOs and Contexts
- Provide CSM with SLO template and Initial course files - OR -
- Manually create Contexts and SLOs

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**Membership:**

Neil Carpentier-Alting, Coordinator
Elizabeth Carlyle
Andrea Craddock
Ann Kline
Tyler Knudsen

Shirley Louie
Patrice Thatcher-Stevens
Wenli Chang