

Santiago Canyon College Academic Senate

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SENATORS

Business and Career Education

Deeley, Steve 2014
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Carrion, Rudy 2014
Mettler, Mary 2014

Humanities and Social Sciences

Deaver, Doug 2014
Elchlepp, Elizabeth 2015
Cannon, Cari 2015
Dela-Cusack, Lisa 2015
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication

Freidenrich, Leah 2015

Library

Sproat, Barbara 2015

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2014
Taylor, Mike 2015
Nance, Craig 2014
Frost, Alicia 2015

Adjunct

Matthews, Evangeline
2014
Shoro, Natasha 2014

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Curriculum

Rutan, Craig Chair 2016

Resolution F2013.11

Support of Dissolution of the Student Learning Outcomes and Assessment Review Committee

Moved: Craig Rutan

Seconded: Nooshan Shekarabi

Whereas, The Student Learning Outcomes and Assessment Review Committee (SLOARC) is charged with the task of integrating student learning outcomes and a continuous cycle of assessment into SCC's culture;

Whereas, The responsibilities that prompted the development of the SLOARC, as laid out in the Santiago Canyon College Collegial Governance Handbook, have been institutionalized by the Office of Institutional Effectiveness and Assessment (OIE&A); and

Whereas, SLOARC members passed a vote to dissolve SLOARC with a condition that a plan be put in place to ensure that the OIE&A has the appropriate channels for bringing forward policy and procedural recommendations for consideration and approval through the established collegial governance framework, to strengthen lines of communication between the OIE&A and the Curriculum and Instruction Council (CIC), and to ensure the OIE&A has the appropriate institutional support to implement and maintain TaskStream, an outcomes assessment data management software solution; and

Whereas, such a plan has been developed and approved by SLOARC;

Resolved, That the Academic Senate of Santiago Canyon College accept the 29 October 2013 SLOARC recommendation for dissolution of the Student Learning Outcomes and Assessment Review Committee and accept the accompanying Fall 2013 Institutional Effectiveness Plan.

Date Presented: 5 November 2013

Date Approved: 19 November 2013

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

**Fall 2013 Institutional Effectiveness Plan
Recommended by the Student Learning Outcomes and Assessment Review
Committee**

Background

On September 19th, 2013 the Student Learning Outcomes and Assessment Review Committee (SLOARC) held a discussion regarding the mission and responsibilities of the committee, as laid out in the Santiago Canyon College Collegial Governance Handbook. The SLOARC concluded that Santiago Canyon College has reached a milestone in its efforts to integrate student learning outcomes and a continuous cycle of assessment into the campus culture as the majority of the committee's responsibilities have been institutionalized by the Office of Institutional Effectiveness and Assessment (OIE&A). Recognizing that the hard work and resolve of committee members, past and present, have lead SLOARC to a point where the responsibilities that prompted the development of the committee have long been accomplished, committee members voted to dissolve SLOARC. This decision came with a condition that a plan would be put in place to ensure that the OIE&A, in its efforts to ensure the college meets institutional effectiveness (program review, planning, and student learning outcomes) standards of the Accrediting Commission for Community and Junior Colleges (ACCJC), have the appropriate channels for bringing forward policy and procedural recommendations for consideration and approval through the established collegial governance framework. In addition, this plan must also address the pending implementation of TaskStream, an outcomes assessment data management software solution, and the resources that will be required to maintain this software. The SLOARC appointed the Assistant Dean of Institutional Effectiveness and Assessment to draft such a plan, to bring the plan forward to be reviewed and approved by the committee, and, once approved, include this plan as an addendum to a resolution to dissolve SLOARC.

Plan

Communication Structure

In the event that the Office of Institutional Effectiveness and Assessment (OIE&A) finds it prudent to bring forward changes to current or develop new policies and procedures to improve institutional effectiveness, which includes program review, planning, and student learning outcomes, the OIE&A will consult and seek support from a number of collegial governance bodies as well as the Academic Senate, when appropriate.

For matters directly related to program review, the OIE&A will seek the advice and support of the Educational Master Planning Committee and will incorporate said

advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to institutional planning, the OIE&A will seek the advice and support of the Planning and Institutional Effectiveness Committee and will incorporate said advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to curriculum, the OIE&A will seek the advice and support of the Curriculum and Instruction Council and will incorporate said advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to outcomes assessment, whether student learning outcomes (SLOs), service area outcomes (SAOs), administrative unit outcomes (AUOs), program student learning outcomes (PSLOs), or institutional student learning outcomes (ISLOs), that do not impact efforts related to curriculum development, primary advice will remain with the OIE&A. In the event that changes to current or the development of new policies and procedures related to outcomes assessment have the potential to impact faculty workload, support from the Academic Senate will be sought.

TaskStream

During the implementation of the outcomes assessment data management software, TaskStream, the OIE&A has identified a necessity to utilize a quality control measure to ensure that instructional areas are submitting the appropriate information which will allow the OIE&A to repurpose, through the mapping of outcomes, course level assessment data for program level assessment. The OIE&A will retain primary advice over the quality of assessment data for non-instructional areas. For instructional areas, the OIE&A will refer to the guidelines spelled out by the [Course SLO and Assessment Reporting Checklist](#), previously adopted by the SLOARC.

- The OIE&A will ensure that outcome measurement tools are appropriate for collecting the pertinent information related to each SLO or PSLO.
- The OIE&A will ensure that a criterion for success is established for each measurement used to assess learning outcomes.
- The OIE&A will ensure that outcomes assessment findings specify the number of students measured for each SLO, the number of students meeting the established criteria for each SLO, and the proportion of students meeting the established criteria for each SLO.

- The OIE&A will ensure that plans of action are developed for each outcome that, upon analysis of assessment findings, does not meet the criterion for success and that those plans are being followed and updated.
- The OIE&A will ensure that reassessment after plan of action implementation occurs and that analysis of each plan's effectiveness in improving student learning is carried out and reported.

Recommendations

1. SLOARC recommends that the OIE&A utilize the aforementioned guidelines for determining whether information reported by instructional areas within the TaskStream program is adequate or should be sent back to the department chair for revision.
2. SLOARC recommends that the institution supports these quality control efforts by providing appropriate support, whether human, physical, fiscal, technological, or any combination thereof, to ensure the OIE&A has the necessary resources to take on the increased workload associated with outcomes assessment quality control.
3. SLOARC recommends, for the purpose of keeping TaskStream up to date with the most current course, degree and certificate information, that OIE&A work with the CIC to establish a regularly occurring process that would allow the OIE&A to receive notification of changes to approved learning outcomes and changes to the requirements of any course, degree program or certificate program that may impact the TaskStream system or the outcome-to-outcome mapping structure within.

Approved by SLOARC on 10/29/2013