

Members discussed their concerns, a main concern was how everyone will get the message. Members discussed using the phones to send a tone or the computers in the classrooms.

**F. Consent Agenda** {Guinn/Orfanos Woo/approved}

- 1 Approval of Academic Senate minutes for 17 April 2019

**G. Action Items**

- 1 Approval of the Distance Education Strategic Plan, 2019-2021  
M/S/C (Thelen/Trevino)  
Follows the Educational Master Plan.

- 2 Approval of the proposed Outcomes and Assessment Committee, effective fall 2019  
M/S/C {Hernandez/Guinn}

Purpose:

The Outcomes & Assessment Committee will support and evaluate a campus-wide process for the uniform implementation and assessment of Learning Outcomes at the course, program, and department level as well as student persistence and achievement outcomes and Service Area outcomes. The SLO Coordinator is responsible for chairing the committee and overseeing that the functions of the Outcomes & Assessment Committee are met. The committee reports to the IVC Academic Senate and advises the College Council and Strategic Education Master Plan Committee.

Function:

- provide support and training
- recommend and provide samples of effective assessment tools
- provide support in the analysis of data on student achievement and student persistence
- provide training and assistance to correctly and effectively use current campus Outcomes-related practices
- provide support and data in program review
- provide support and data to the accreditation reports
- ensure that Service Area Outcomes (SAOs) and Learning Outcomes (SLOs and PLOs) are connected to Strategic Educational Master Plan Goals and Strategies.
- act as a resource group and maintain liaison to the Academic Senate

Committee Composition:

SLO Coordinator and Administrative co-chairs

Academic Senate appointees from each division on campus

- Arts and Letters (4)
- Math and Science (4)
- Economic and Workforce Development (2)
- Health and Public Safety Division (2)
- Counseling (4)
- Student Affairs & Enrollment Services {1}
- Library/Instructional Resources
- two Adjunct Instructors

One dean from Student Services

One dean from Academic Affairs

One representative from Institutional Research

One Classified employee

One Manager

One Confidential Employee

Two ASG representatives

Three support specialists (one Admin Services, one Academic Services, and one Student Services)

*[Given the size of the Outcomes and Assessment Committee, the SLO Coordinator and Administrator co-chair may consider forming smaller work groups such as a student learning outcomes work group and a service area outcomes work group.]*

Members agreed that workgroup composition would not be provided by Academic Senate.

## H. Discussion

1. Academic Senate response to ASG Goal 7: "The ASG requests that the VP Administrative Services augment offering additional courses in the following areas: Math, English, and Science to ensure retention and student success."

Dr. Martha Garcia recommended that ASG representatives meet with Dr. Christina Tafoya. Further discussion is needed based on changes in funding and laws. The college is working on designing the program pathways to assure that students have the best opportunity to complete their programs.

2. IVC Syllabi Template - Xochitl Tirado

The FTLC committee discussed the issue of office hours on the syllabus template. There may be a misunderstanding from students that office hours were for the faculty member to work instead of a time to meet with students. It was suggested that revisions could be made to the wording on the syllabus to clarify that those hours are meant to assist students. President Lofgren was involved with a discussion at another meeting where it was suggested that some of the language be removed and put onto Canvas for student reference.

There is a need to make changes to reduce the length and still adhere to requirements. It was suggested that the group that initially worked on the syllabus template be invited. Discussion will continue at the next meeting.

3. Academic Senate and Associated Student Government joint conference on Campus Hour

ASG has concerns regarding campus hour. President Lofgren offered to put together a summit to discuss and set up a time to meet.

## I. Reports

1. Curriculum - Program Pathways are mostly done. The departments with many pathways were given additional time to complete. A portion of the template needed to be updated to address AB705 and then the forms will be reviewed by a few volunteers for minor corrections before coming back to the curriculum committee for approval to post.
2. PSSC - none
3. BFPC - none
4. Equivalency- none
5. SLO - none
6. DE - none
7. FTLC - none