

**AGENDA/MINUTES**

<b>Meeting: Outcomes Advisory Council</b>	<b>Co-Leaders:</b> Justin Hoshaw, Evan Thomas <b>AS:</b> <b>Spencer Brayton</b> , Michelle Lindquist, Melissa Morgan <b>BTWE:</b> Derek Schreiner, Justin Kline <b>HPPS:</b> Drea Brus, Tracy Limbrunner, Marjie Schoolfield, <b>Michael Moran</b> <b>LAS/ Communications, Humanities and Arts:</b> <b>Sharon Garcia</b> , Jon Nichols, Sarah Quirk <b>LAS/Science and Math:</b> <b>Lorrie Stahl</b> , Steve Kifowit <b>LAS/Social Sciences:</b> Elier Iseli, Heather LaCost <b>Co-Curricular:</b> <b>Julie Bechtold</b> , <b>Scott Peska</b> <b>FD:</b> Hoitung Leung, Sara Gregory <b>Office of Learning Outcomes, Curriculum and Development:</b> Kathleen Gorski and Terry Lyons  <b>Absent</b>
<b>Date: September 14, 2021</b>	
<b>Time: 2:30pm – 4:00pm</b>	
<b>Zoom:</b> <a href="https://waubonsee.zoom.us/j/8099211706">https://waubonsee.zoom.us/j/8099211706</a>	
<b>Fall 2021 Meeting Dates</b> 9-14-21      10-26-21 9-28-21      11-9-21 10-12-21     11-30-21	

<b>PARKING LOT:</b>				
<b>Agenda Items</b>	<b>Facilitator</b>	<b>Time Allotted</b>	<b>Findings / Conclusions</b>	<b>Follow-Up Who/When</b>
<b>OAC Membership and Role</b>	Evan	5 minutes	Kathleen introduced Evan as a new liaison.  Evan stated that if anyone knows of someone who would like to be a member, let him know. He also recommended asking for membership from faculty members during the division meetings.	<b>Moving forward we will try to collect the next years membership interest in January.</b>
<b>Assessing for Student Learning Guide Approval</b>	Justin	20 minutes	Justin shared the Assessment for Student Learning Guide: He stated that errors can be brought to his attention. The Assessment for Student Learning Guide was voted on. It was approved.	<b>Kathleen stated that she will ask Terry Lyons to</b>

				edit it again, and it will be uploaded to the website.
<b>Faculty Development Update</b>	Evan	15 minutes	<p><b>How did FDD sessions go? Audited who turned in files and who still needs to turn in files. 1/3 of people turned in plan, what does that mean, why didn't plans get turned in, was there something more important for them to work on?</b></p> <p>Heather stated that for her department, it was considered a huge success even if just one or two assessment plans were submitted. Kathleen stated that she could see that there were discussions that took place, so there were probably more than 1/3 of the plans worked on but just not submitted. Heather raised the possibility that faculty may not be as productive working on the plans during Faculty Development Days because they may be tired and not have the clarity they need, so the work may not be as valuable. Evan stated that we are given that time to work on them, so we should use it.</p>	It was decided that there will be more discussion of what to do for <b>Faculty Development Days at future OAC meetings.</b>
<b>Review/Establish Goals for the Year</b>	Justin	5 minutes	<p><b>1. Every full-time member will collect data (course outcomes and ILO's) for the class they are assessing - in AEFIS.</b> Justin stated that we would like to use AEFIS to collect the data as much as possible. Melissa stated that her department has data that was collected before we had AEFIS. She asked if they could continue with their current processes because it works for them. Kathleen said yes if that works for them. She noted that AEFIS will now report demographic data which is valuable to ensure all students are learning. Michelle also asked if ILOs needed to be assessed in courses that weren't scheduled for the year. Kathleen stated that if a course is scheduled for the year, the ILO's should be also be assessed. If a course is not</p>	Kathleen will confirm the need for ILOs to go through curriculum council.

			<p>being scheduled to be assessed, the ILO's can still be assessed, but it is not required.</p> <p><b>2. Define adjunct participation and support as well as how we will support them.</b> Sara stated that many adjunct faculty don't know what an ILO, rubric, etc. are or how it applies to them. She believes the communication piece is missing. Justin mentioned going through the bootcamp. Kathleen said that this is good information and we will be working more on this goal this year.</p> <p><b>3. ILO Assessment, Identification, and Report.</b> Kathleen stated that the ILO's were selected before OAC wrote the outcomes. An OAC member asked if ILO selection needed to go through curriculum council. Kathleen didn't think so because according to ICCB, program outcomes are not a minor or major change and do not need to go to ICCB. ILOs are our general education program outcomes too.</p>	
<b>OAC Newsletter Planning</b>	Justin	15 minutes	<p><b>1. Topic ideas?</b> Justin stated that we would like to create a newsletter to be sent out in the fall and spring. He asked for ideas for topics to include.</p> <p><b>2. Who would like to volunteer for an article?</b> Justin stated that anyone is welcome to write about an article. He recommended thinking about it and it can be discussed later.</p>	
<b>Bootcamp/Website Update</b>	Kathleen	20 minutes	<p><a href="https://docs.google.com/document/d/1YV8ne-MN8-8uplaPjTJeYt7rt4NCbpWJgAC59qhbMEA/edit">https://docs.google.com/document/d/1YV8ne-MN8-8uplaPjTJeYt7rt4NCbpWJgAC59qhbMEA/edit</a></p> <p>Kathleen stated that she updated the website based on suggestions from everyone. She said she would like to meet again later this semester to continue improving the website.</p>	

			For Bootcamp, Kathleen recommended having a main page to take faculty on a path of next steps to navigate through, then take a quiz and be awarded a certificate upon completion. Sara recommended giving badges instead of certificates.	
<b>Move X Drive to Teams</b>	Evan	5 minutes	Evan shared that there were pitfalls using the X Drive for faculty who don't have VPN's. Kathleen recommended using Microsoft Teams to share information and chat. She also stated that it is our goal to migrate the X Drive into Teams. She stated that we would like to get the adjuncts involved. She recommended trying it out. Everyone agreed to try it out.	<b>Terry will set up a pilot of Teams and channels for faculty to try out.</b>
<b>Completed LI Plans will go back to faculty this week.</b>	Justin	5 minutes	Justin stated that he will review the LI Plans and send them back.	
<b>Next Meeting: 9.28.21</b>				