

ACADEMIC SENATE
Approved Minutes for April 12, 2018
Place: CCC – 414 3:00 pm to 5:00 pm

ACADEMIC SENATE OFFICERS		PRESENT
President	Bryan Seiling	X
President-Elect	Craig Goralski	Absent
Secretary	Joel Gober	X
Treasurer	Michael Klyde	X
Curriculum Chair	Mark Majarian	X
ACADEMIC SENATORS		
Business/CIS	Bret Clarke	X
Career Tech. Education 1	Carlos Urquidi	X
Career Tech. Education 2	Michael Klyde	X
Counseling 1	Mymy Lam	X
Counseling 2	Yolanda Duenas (Marisa Lehmeier for YD)	X
Fine Arts 1	Katalin Angelov	X
Fine Arts 2	Paul Paiement	X
Health Science 1	Damon de la Cruz	Absent
Health Science 2	Dave McCament	X
Health Science 3	Lynn Mitts (Joel Silva for LM))	X
Language Arts 1	Susan Klein	X
Language Arts 2	Keith Vescial	X
Language Arts 3	Kathy Wada	X
Library/Learning Resource Center	Billy Pashaie	Absent
Kinesiology & Athletics	Margaret Mohr	X
Science, Engineering, Math 1	Adam Eckenrode	X
Science, Engineering, Math 2	Joel Gober	X
Science, Engineering, Math 3	Garet Hill (Ron Armale for GH)	X
Social Science 1	Gary Zager	X
Social Science 2	Jason Thibodeau	X
Adjunct Senator 1	Tonya Cobb	Absent
Adjunct Senator 2	Jaclyn Magginetti	Absent
Adjunct Senator 3	Nicole Neitzke	Absent
LIAISONS		
Accreditation Self Study	Liana Koepfel	X
AdFac	Tonya Cobb	Absent
Associated Students	Diondre Hollingsworth	Absent
Campus Diversity	Maha Afra	Absent
Campus Technology	Peter Maharaj	Absent
CC Foundation	Damon de la Cruz	Absent
CTE	Carlos Urquidi	X
Distance Education	Kathleen McAlister	X
Program Planning and Review	David Halahmy	Absent
Professional Development	Ruth Gutierrez and Michael Brydges	X (MB)
Student Success Committee	Keith Vescial	Absent
Student Learning Outcomes	Christie Diep	X
United Faculty	Tina Johannsen	Absent
GUESTS: Ranmalee Perera, Annette Letcher, & Arturo Ocampo Diversity and Compliance Committee		

- I. After establishing a quorum, Academic Senate President Seiling called the meeting to order at 3:00 pm with two alternates in attendance, Ron Armale for Garet Hill, and Marisa Lehmeier for Yolanda Duenas. Joel Silva is to permanently replace Lynn Mitts for the remainder of the term in Health Science.
- II. **Adoption of the Agenda:** A motion was made to move New Business B to 3:15 and then have C, D, etcetera to follow. The motion carried, and the revised agenda was adopted without objection and Margaret Mohr abstaining.
- III. **Approval of Minutes:** Minutes of the February 8th were approved with Senator Armale abstaining.
- IV. **Public Commentary:** None
- V. **Faculty Announcements and Invitations:** None.
- VI. **VI. Special Reports**
 - A. **Associated Students:** No report.
 - B. **United Faculty:** No report.
 - C. **Adjunct Faculty United (AdFac):** Senator and ADFAC United vice-president Cobb said AdFac is still searching for qualified union members to fill 2 paid positions, 1) Committee on Political Education (COPE) Chair, and 2) Negotiating Team Member. Job descriptions can be found in the AdFac Constitution online at www.adfacunited.org/publications (see Article V, Sections 7 & 8). If interested, contact AdFac at (714) 526-5759 or by email. The next E-Board meeting will be held April 20th at 12:30pm at the AdFac office located at 305 N. Harbor Blvd, Suite 313 in Fullerton. Several AdFac Board members served as elected delegates at the California Federation of Teachers (CFT) Convention in Costa Mesa the weekend of March 23rd. Please look up AdFac on Facebook for regular updates and information.
 - D. **Professional Development (PD):** Liaison Brydges commented that Strategic Conversations #19 “Pathway Perspectives: Meeting Our Promise” occurred 3:30-10:00 pm on April 10th in the theater lobby was heavily attended and a great success. A talk titled Multiple Pathways to the Student Brain by Dr. Janet Zedina on April 18th from 3:00 – 5:30 pm in HUM 131 is scheduled, and an announcement flyer was passed out. All FLEX activities must occur on campus and on the same day until negotiated otherwise. Possible FLEX might include Canvas, Elumen, or SLO’s workshops and training.
 - E. **Curriculum Committee:** No report.
 - F. **Treasurer’s Report:** No report.

G. Cypress College Foundation: No report.

H. Student Success Committee: No report.

I. Student Learning Outcomes Assessment: Liaison Diep presented the Student Learning Outcomes Status Report for Fall 2017, and the Division SLO Assessment Increases Report for 1/8/18 to 3/20/18. The increases by division were: Business 15.4%, Counseling 11.1%, CTE 50.6%, Fine Arts 15%, Health Sciences 21.4%, Kinesiology 21.3%, Language Arts 15.3%, Library constant at 100%, SEM 32.2%, and Social Sciences 5.8%.

The first drop-in eLumen/SLO workshop is scheduled for Wednesday April 18th from 3:00-5:00pm in HUM 333.

The next SLO committee meeting is scheduled for April 16 from 3:00-5:00 pm in CCPLX 407, and all are welcome.

Diep and Ledesma will request to be put on the senate April 26 agenda to speak about mapping CSLOs (Course Student Learning Outcomes) to PSLOs (Program Student Learning Outcomes).

J. Program Review: President Seiling relayed some comments from liaison Halahmy. They are reviewing and finalizing the annual report. There may be some slight modifications to the program review form forthcoming to comply with accreditation standards. The committee will consider the new Program Review Chair job descriptions.

K. Accreditation Self Study: Liaison Koepfel postponed the report to later in the meeting, New Business D.

L. District Council on Budget and Facilities (CBF): President Seiling substituted for President-Elect Goralski at the meeting and reported that the new funding model is still evolving and concrete specifics may not be known until May.

M. Diversity Committee: No report.

N. CTE: No report.

O. Distance Education (DE): Liaison McAlister reminds everyone that the Blackboard (Bb) shutdown is hard scheduled for June 10th. **All Bb classes must be archived by that date and migrated into the free Canvas site.** The URL for the free Canvas site is <https://canvas.instructure.com/login/canvas> (Secretary's Note: The free Blackboard site is https://www.coursesites.com/webapps/login/?new_loc=/webapps/portal/frameset.jsp) No classes will be offered in Bb for the summer semester. Ally has been integrated into Canvas and the pilot program was started. Ally training will begin Monday. Ally accessibility software will go live summer 2018 semester in all classes. Instructors interested in Ally training should contact DE. DETAC is opposed to the OEI even though the name will change to the California Virtual Campus in response to the proposed fully

online college that will offer degrees through the course exchange. DE expects that Cypress College will become a member next year.

VII. President's Report and Committee Appointments

John Alexander from CTE and Bill Pinkham from Kinesiology were approved for the Physical Plant and Facilities Director hiring committee without objection.

Jim Hormel from Fine Arts and Damen de la Cruz were approved for the Executive Director of Cypress College Foundation hiring committee without objection.

Deans hiring committees are to be determined with input from relevant divisions' faculty.

A District wide discussion on class size is to be undertaken according Chancellor Marshal. Dr. Schilling will present opening remarks at the next Senate meeting emphasizing student retention as opposed to increasing class size. Fred Williams, Vice Chancellor of Finance has developed calculations that shows how much additional money can be generated by adding one or two students to a class size. The break-even class size number is 32. Cypress College has higher seat counts compared to Fullerton College on average even though there is a Senate generated "unapproved" seat count guideline. The discussions may be difficult because the administration is thinking in dollars and teachers think in terms of education. To a large degree, Administrators and Educators are talking in two different languages.

The Curriculum Chair reassign time has increased to 60%. Senate approval of Curriculum Chair was not agendized for this meeting, but it is an issue that could be voted on today if either one of the following criteria was met. 1) The president did not know about the issue at the time of publishing the agenda, or 2) it became an emergent issue after the agenda was published. A motion was made to consider a non-tenured full-time faculty and approve with a 2/3 vote, with the understanding that both of the above criteria was satisfied. The motion carried with Secretary Gober voting no. Silvie Grote was the only person to volunteer for the position. Senate deliberations concluded that Silvie Grote is not tenured, but otherwise an experience and well qualified candidate, and reportedly supported by the Curriculum Committee members. A motion was made to approve Silvie Grote as Curriculum Chair and was unanimously passed.

In a related issue to Curriculum Committee, since Dean Donley's retirement and departure, the administration and classified support on Curriculum Committee is not being enforced or realized. It is possible that the reassign time for the curriculum chair position may be increased to 120% to have two faculty co-chairs so that curriculum business can be completed in a timely manner.

See President's Report in Appendix 1 for additional information.

VIII. Faculty Issues—Unfinished Business

A. Posting of Program Reviews: Temporarily withdrawn.

B. Winter Intersession and the Academic Calendar: United Faculty representative, Dale Craig, presented a tentative calendar with a winter intersession and United Faculty plans to send out a survey next week to see if faculty want a winter intersession.

C. E-Lumen as Curriculum Tool: Not discussed.

D. Spring Plenary Funding: Not discussed.

IX. Faculty Issues—New Business

A. Student Surveys: A student survey was developed by the combined efforts of Cypress College and Fullerton College Senates leadership and it is being finalized by the work of Cypress College Institutional Research. Secretary Gober reported that he surveyed the 200 students in his BIOL 160, BIOL 231, and BIOL 241 classes and **no students would take winter intersession classes.**

B. District Internship and Mentorship Program: Senator Klein introduced District Internship and Mentorship committee, Ranmalee Perera, Annette Letchner, and Arturo Ocampo. They spoke about the new program and passed out a brochure describing the program and application process. More information and applications can be found online at www.nocccd.edu/diversity-and-compliance/280/diversity

C. Diversity in Hiring: Ocampo discussed how job announcement language can easily be improved to become more equity and diversity minded. Liaison Brydges mentioned that the Diversity Fund was established to fund speakers to come to campus and speak about diversity. There is also a Cypress College diversity award and please nominate deserving candidates.

D. Accreditation SLO long-Term Assessment Cycle Plan: Liaison Koepfel said a committee is working on the Accreditation Compliance recommendations. The committee is called the ACRC (Accreditation Compliance and Recommendation Committee) to deal with the recommendations. Two subcommittees were formed to deal with CSLOs (course student learning outcomes), SSLOs (student services learning outcomes), ASLOs (administrative student learning outcomes), PSLOs (program student learning outcomes), and ISLOs (institutional student learning outcomes). The plan was sent out by President Seiling (see Appendix 2.) and some details were presented. The new plan was designed to improve the assessment and improvement culture at Cypress College. The entire college is responsible for ongoing assessment and improvement. Ongoing means every semester. College Outcome Assessments (COAs) will be established. The senate is responsible for the CSLOs and the PSLOs. The ACRC suggests that one SLO from every course should be assessed each semester with the winter intersession and summer session exempted. The District will be encouraged to support adjunct participation. ACRC recommends that the cycle should be completed in 4 years with all SLOs being evaluated. This was a first read of the proposed new

assessment cycle plan to be voted on at the next senate meeting and these items should be discussed at upcoming division meetings.

E. Resolution in Opposition to an All On-Line College: Not discussed.

F. Resolution against Performance Based Funding: Not discussed.

G. Professor Emeritus Status for Retiring Faculty: Professor Emeritus status was conferred on all SERP retirees by proclamation.

H. Restructuring of Curriculum Committee Responsibilities: Temporarily withdrawn.

I. Committee to Examine Campus Reassigned Time: Not discussed.

X. Adjournment: A motion was duly made and carried to adjourn at 5:06 pm.

Respectfully Submitted,

Joel Gober
Academic Senate Secretary

The Minutes of all Academic Senate meetings can be found at
<http://www.cypresscollege.edu/facultystaff/senate>.

APPENDIX 1. President's Report

CYPRESS COLLEGE

ACADEMIC SENATE PRESIDENT'S REPORT (04/12/18)

Here is a summary of the main topics discussed in the various committee and other meetings since the last Senate session. I will be happy to answer any questions you may have about anything contained within the report. Here we go:

The Board Meetings: (04/10/18)

Strategic Conversation – The Board meeting occurred at Cypress after the Strategic Conversation. Not much business was conducted, but there was extensive discussion of the Strategic Conversation. The Board was particularly complimentary of how well the event went and how many students were able to participate. Ruth Gutierrez and Michael Bridges deserve a great deal of praise for their organization of the event.

PBC (Planning and Budget Committee):

Reassigned Time Increase for Curriculum Chair – PAC approved the increase of reassigned time for the Curriculum Chair from 40% to 60%. I also informed the committee that the Senate may come back to ask for additional reassigned time to cover work that has historically been done by the administration. There are some concerns that have been raised in the Curriculum Committee and by the Curriculum Chair that we will begin to examine in Senate this week.

Special and Emergency Funding Requests – The committee approved two requests for “emergency” funding. The first was for a new speaker system for the gym that has been failing for some time, and the second was for a replacement for our Virtual Storage Area Network, the license for which expires at the end of April. Both requests were certainly necessary, but there was concern that they should be addressed with a different pool of funds. The speakers and storage system should be covered by an equipment maintenance fund and not subject to the availability of emergency funds. VP Emily Day is working on reorganizing of our operating budget to address the issue.

PAC (President's Advisory Cabinet):

PAC Meeting Schedule – We agreed that PAC would resume meeting twice a month. There are conversations that take place (or should take place) in PAC that we missed with only meeting once a month. We are currently exploring moving PAC to a different day. The plan is to have PAC meet on the 2nd and 4th Thursday instead of the 1st and 3rd. That means PAC would then meet from 1:00 to 3:00, directly before the Senate. We will see how that works.

Funding Formula Discussion – This is a topic of concern for every committee I attend. We still do not know exactly how the new model is going to work or when it will actually be implemented. The uncertainty surrounding it is a big part of the problem.

DCC (District Coordinating Council):

New Budget Formula – Dr. Marshall is part of the CEO Workgroup that has been lobbying the state legislature to revise the metrics being proposed for the ‘performance-based’ elements of the new funding model. There has been some success in getting the state to recognize the need to broaden its definition of success. Where she said there hasn’t been improvement is on looking at “transfer Ready” as opposed to “Actual Transfers.” The state will allow us to use our ADT numbers as a metrics for success.

Winter Intersession – While DEMAC is the committee overseeing this issue, Dr. Marshall stressed that no decision had been made about whether a Winter Intersession will be offered. She also restated that she has “no horse in the race” and just wants us to make a decision after a thorough discussion. She did say, however, that with the uncertainty, she doesn’t think we would ever really know how the Winter Intersession would work until we tried it. Dr. Schilling has told me the same thing. For me, that suggests we need to make a strong statement on our position, whatever that may ultimately be. ☺

DEMAC (District Enrollment Management Advisory Committee):

Winter Intersession – This is the committee that has taken responsibility for making the decision about whether we will offer a Winter Intersession. Since December, the various constituent groups across the District were supposed to be exploring the viability and impact of a Winter Intersession on their group. There was concern that progress wasn’t being made fast enough. The faculty conversations at Cypress and Fullerton have been taking place, but other groups have lagged. One of the groups we need to hear from are the students. A Student Survey is being finalized and will be available next week. The Senate will discuss possible ways of disseminating it. The Fullerton Senate has asked to use our survey to use on their campus. We’ll be able to compare student responses across the District.

IECC (Institutional Effectiveness Coordinating Council):

The committee did not meet since our last meeting.

CBF (Council on Budget and Facilities):

New Funding Model Update – Fred Williams tried to update the committee on the impact of the new funding model, but the uncertainty surrounding when it will be implemented and what it will actually look like make that difficult. New simulations will not be available until May, which means we are no closer to figuring out what our budget will look like in the next couple of years.

The non-credit issue has been partially addressed, however. We will be fully funded on the FTES for non-credit classes. Without this, the District stood to lose a substantial amount of funding we currently get for the great work being done at NOCE. To do this, non-credit courses were pulled from the regular budget and placed into their own category. This could be a good thing in the short term, but there is a fear that having it as a separate line item could make it easier to cut in the future. More to come.

Construction Update – There are several construction projects in the works across the District. With regards to Cypress, we are working on breaking ground for the renovation of Parking 5. Currently, Lot 5 should be done before we need to close Lot 7 for construction of the SEM building.

Resource Allocation Workgroup (RAW) – There has been an issue with the meeting for the committee being scheduled for the morning. I have raised the issue in the past, but the meetings are scheduled during our prime-time teaching hours. This is not the only District-led meeting that has made the same mistake. I expressed frustration at the apparent ignorance of what we do on our campuses and when we do it.

Other Senate Business:

Campus Curriculum Chair – As I’m sure you’ve seen, I sent out a call soliciting anyone interested in being the new Curriculum Chair. I have only received one candidate, and I received their nomination after I sent the agenda on Monday. As a result, “Selecting a New Curriculum Chair” was not on this week’s agenda. Since I became aware of the nominee after the posting of the agenda, I’m going to ask that the item be placed on the agenda this Thursday. To explain, we have to post our agenda at least 72 hours before the meeting to comply with the Brown Act. The only way that we can take action on items not on the agenda is if there is a pressing emergency requiring immediate attention, or if the Senate only became aware of the item within the 72-hour window before the meeting. This item certainly meets the second criteria, and, honestly, may meet both.

Hiring of Deans – With all Division-specific hiring committees, I have taken the position that the Senate should defer to the wishes of the Division in establishing the composition of the committee. Whatever process the Division takes to select their members is up to them. Of course, it is assumed that the Divisions will make the best effort to have broad representation across the Division and be mindful of considerations like diversity.

Student Participation – This has become somewhat of a crusade for me, and I’m looking for other Knights Templar. I’ve heard the term “student-centered” used so much in campus and district meetings, but I’ve seen very little actual evidence of it. We make so many assumptions about our student’s in planning their educational paths, but we rarely, if ever, actually ask them. When we do, however, it’s amazing the answers we get, and how wrong our assumptions about them actually are.

In response, I’m asking the Senate to take the lead in engaging our students in a series of conversations and surveys. Currently, we send out 4500 emails asking questions, only receive 200 response, and consider that a success. I’ve been in several meetings recently in which we discussed how we could get better results and more information from our

students. Most of those discussions seemed to rely on us creating chance collisions points where the students encounter questions. As I listen, I keep thinking that I know the place I most likely see my students is in my classroom. If we create a series of short, focused surveys on the web seeking student input, would you be willing to share the link with your classes? It wouldn't require a great deal of time and we could provide both a handout and email explaining the survey. With only minimal participation from faculty, we'll get far more than 200 responses. With widespread participation, we could get some very useful data to use in our planning. We'll talk more about this in Senate.

Spring Plenary – Spring Plenary is this weekend. Initially, I was not going to attend due to a previous engagement, and there were a couple of people who were planning on attending. Unfortunately, their schedules have changed at the last minute, and they will not be able to attend. As such, I will be going to Plenary, but only for the voting session on Saturday.

“Grab and Go” Program – If you are interested in hosting a Grab and Go basket in your division, let me know. I want to thank all of those who have supported the program thus far and ask others to consider donating to a basket.

I look forward to discussing the contents of this report. Respectfully submitted by Bryan Seiling,
Academic Senate President

APPENDIX 2. College Outcomes Assessment and Review Cycle Plan Proposal



College Outcomes Assessment and Review Cycle Plan Proposal

I. Campus Culture of Assessment and Improvement

A. Elevate prominence of College Outcomes Assessment (COA) on campus

- Regular COA Reports at Opening Day and Leadership Team meetings
- IRP send COA Participation Report to Deans and faculty Department Coordinators to facilitate regular and ongoing assessment
- Increase Campus COA dialog
- Utilize parallel cycles across all areas (Course, Student Service, Administrative Service)
- Utilize parallel language across all areas (Course SLOs, Student Service, Administrative Service)
 - College Outcomes Assessment (COA)
 - Institutional Student Learning Outcomes (ISLOs)
 - Program Student Learning Outcomes (PSLOs)
 - Course Student Learning Outcomes (CSLOs)
 - Student Service Student Learning Outcomes (SSSLOs)
 - Administrative Service Outcomes (ASOs)

II. Course Student Learning Outcomes (CSLOs)

A. Departments will review current CSLOs and assessment tools to determine effectiveness/need for revision.

- Will include need for training (workshops, videos, etc.)
- Will include need for additional researchers and support staff
 - Need dedicated COA system support (eLumen)
- Need integrated CSLO and Curriculum approval system (e.g. eLumen Curriculum)

B. (Needs Senate Approval) All Faculty will assess a minimum of 1 (one) CSLO for each section taught, Fall and Spring semesters.

- Department faculty will determine which CSLO(s) is/are to be assessed.
- Department faculty will set outcome standards (% of students meeting the standard) based on department culture and discipline needs
- District needs to facilitate Adjunct participation (stipend; contract, FLEX, etc)
- Cycle to be re-evaluated in four years.

C. Institutional Research and Planning (IRP) will generate COA Reports annually for department review and analysis to identify

- success strategies
- potential changes (to assessment tools, teaching methodology, CSLOs, PLOs)
 - Need a new CSLO revision process for Curriculum (CORs)
 - Need integrated system (eLumen Curriculum)
- resources needed (FLEX sessions and credit, funding, Professional Development, adjunct compensation)

D. (Senate Approval) Program Review (PR) will continue to include 4 year CSLO results

- Program Student Learning Outcomes (PSLOs) assessment data and student survey results (ADCAP) for certificates and degrees will be added to PR
- Review/Revision of Department PSLOs will be added to PR
- Revised PSLOs will be added to the Catalog by Department
 - Programs will utilize the new ISLO/PSLOs
 - Programs with outside accrediting agencies will include additional PLOs as needed
- Improvements made based on CSLO/PLO results will be added to PR
- CSLO assessment by delivery mode will be added to PR

E. The College will continue to utilize existing impacts for non-participation

- Program Review (including COA participation data) will continue to be required and verified in all Planning and Budget Committee (PBC) funding requests (One-Time, Emergency, Advanced) and Faculty Prioritization
 - Funding Request Forms and rubrics to be reviewed for more prominent inclusion of COA participation status
 - PBC funding and Faculty Prioritization requests without verified COA participation will be returned to the applicable department(s)

F. The SLO Coordinators/Committee will facilitate the campus CSLO participation efforts

- Develop Campus CSLO Campaign
- Help departments review CSLOs and Assessment tools
- Develop and conduct trainings/workshops on:
 - Assessment tool development
 - eLumen tools and techniques
 - Canvas and eLumen integration
- Will explore FLEX credit, Professional Development Increments etc.
- Review CSLO, PSLO and ISLO Assessment annually
- Prepare Annual CSLO Report
- Review and Revise CSLO Handbook and website

G. The College will explore the integration of Curriculum Approval, SLO assessment, Course Management System (Canvas) and grade submission into single or compatible systems.

H. Need to develop a uniform and consistent system for deans to confirm CSLO accuracy and inclusion in syllabi (Investigate syllabi software. SEE <https://apps.lbcc.edu/curriculum/>)

III. Program and Institutional Student Learning Outcomes (PSLOs and ISLOs)

A. Change the current ISLOs/PSLOs (needs Senate and PAC Approval)

- Align PSLOs with Current ISLO “Pathways”
- Rename/label “Pathways” and sub categories
- Create new ISLO IV College Support Programs and Services

B. Integrate SSSLO and ASO assessments into Student and Administrative Program Review (SSQR and CSQR)

- Link Student Services Student Learning Outcomes (SSSLOs), Administrative Service Outcomes (ASOs), Student Services Quality Review (SSQR), Campus Services Quality Review (CSQR) to new PSLO/ISLOs
 - May include need for training (workshops, videos, etc.)
 - May include need for additional researchers and support staff
 - Need dedicated COA system support (eLumen)
- Align SSSLO and ASO review cycles to parallel CSLOs
 - All Departments will assess a minimum of 1 (one) SSSLO or ASO each year.
 - Revise SSSLO forms for alignment with PSLOs and ISLOs
 - Create ASO forms and align with PSLOs and ISLOs
 - Add improvements made based on SSSLO and ASO results to SSQR and CSQR

C. Implement Changes

- Make changes to Catalog and Schedule. (eCatalog and eSchedule)
- Review and implement Associate Degree and Certificate Assessment Plan (ADCAP) annually

IV. Action Plan/Timeline

A. Spring 2018

- Increase FT Faculty participation in eLumen for Fall 17 (JUNE 5)
- Maximize FT Faculty Participation for Spring 18 (JUNE 5)
- Facilitate Adjunct Faculty eLumen Training and data entry participation (JUNE 5)
- Communicate to District need for Adjunct Participation in SLO process
- Review ADCAP for revision
- Send ADCAP to 2017 graduates (Summer)
- Make revisions to eSchedule and eCatalog (Summer)

B. Fall 2018

- Begin implementation of College Outcomes Assessment and Review Cycle Plan
- Facilitate necessary training
- Begin revision of necessary forms and processes

C. Spring 2019

- Self-Evaluation Chair & ALO present update Follow-Up Report at Opening Day (JAN 25)

- Post Final Draft to website for Campus feedback (JAN 28)
- Campus Feedback Open Forum held (FEB 4)
- First draft distributed to Board of Trustees (FEB 12)
- Self-Evaluation Chair & ALO finalize report
- Final document presented to the Board of Trustees for approval (FEB 26)
- Final document posted to College website.
- Final document sent to ACCJC (MAR 1)
- Facilitate Plans for Improvement (PFI) and QFE implementation

D. Fall 2019

- Assess progress of COA Review Plan
- Facilitate Plans for Improvement (PFI) and QFE implementation

E. Spring 2020

F. Fall 2020

G. Spring 2021

H. Fall 2021

- Midterm Report Due October