
Items discussed:
1. Recommendations/requests - all
   - Purchase Tracdat Monday.
   - One hundred percent of all courses and programs shall have outcomes, all of which are posted in C-Net Outcomes Assessment modules. Effective immediately. (Clarification: As a general rule, courses have three to four outcomes and programs have one to three outcomes. At least one outcome from each course specifically contributes to or “maps” to the program of which it is a part.)
   - Implement the following assessment cycle: Twenty percent of each division’s courses and programs (all outcomes) shall be fully assessed each year during the first five years of a six-year cycle; the sixth year shall be reserved for reporting on outcomes progress during the division’s Comprehensive Program Review. Effective immediately. (NOTE: this policy shall replace our current assessment practice of “one SLO per course per year.”)
   - The college’s opening FLEX day each semester (two days per year) shall be devoted entirely to its necessary and ongoing work on outcomes assessment. Effective Fall 2013.
   - A budget line item shall be established to compensate adjunct for their participation in the work of outcomes assessment.
   - A list of each course’s outcomes shall be added in Banner such that when students review descriptions in their course selection process, they will also see a course’s outcomes.
   - Outcomes shall be included in all syllabi. Effective Fall 2013.
   - Each semester, in which students are actively enrolled, they shall be sent an automatically generated email listing the outcomes of each of the courses for which they have registered.
   - Weekly training sessions in outcomes assessment shall be made available for the remainder of the 2013 spring semester.

2. Review of Outcome Assessment Status Update - Joni
   - Please refer to the Excel worksheets for each division detailing the information they sent about their course/programs outcomes work. As Joni did not hear from Ag, Business, Library, or Nursing, she will be sending an additional request and cc their deans. (Big thanks to Joni for this work.)

3. Weekly training sessions in outcomes assessment - thank you to all of you who volunteered to staff a training. Once our recommendations are approved, we will develop a schedule to provide training and support. We still need to decide on someone to coordinate these trainings (find lab, be sure of staffing, etc.).

Discussion/Concerns:
1. Extensive discussion regarding the development of our recommendations.
2. Concerns surrounding our consistency in our requests to faculty were expressed.

Items requiring additional discussion:
1. How can we most effectively communicate outcomes work and findings: website development? Training? Emails?
2. How will we archive all of our information? Binders/record keeping?
3. Who will spearhead the trainings?

Next RTF meeting: Thursday, March 7, 2013 3-430 pm HR 133.
Next RTFOA meeting: Friday, March 8, 2013 3-5 pm JM 115.

Thank you for your dedication to the improvement to our college. Respectfully submitted: Amy Dwelle