

Communication Department

Meeting Minutes- 3/31/17 12pm

Attendees: Jayi Thompson, MD Jackson, & Shiela Rodolfo

Topics:

Updates (Since 2/17/17 Meeting):

- JT has completed 1 of the 2 SLO assessments for Comm 6.

- MDJ has completed 2 SLOs of the 5 SLO assessments for Comm 19.

The Comm 19 SLOs that needed to be updated were already updated in Taskstream. (Denise & Hilary)

- Shiela has observed MDJ. They must meet to review observation, student evals, and MDJ must complete self-assessment.

- JT has observed Sheila and Kate. They must meet to review observation, student evals and both must complete self-assessments.

- Halima's late start iBest Comm 20 course has begun.

SLOs

JT- Has now planned to complete the assessment of the other 3 SLO for Comm 6 before the end of the semester. Still must send 1 of them to Hilary to begin the PLO process.

Denise- the remaining 3 that have not been assessed are scheduled to be completed by the end of the semester.

Next Meeting: April 28th 12pm

- Update progress from last meeting deliverables.

- Look at particular SLOs & discuss how different instructors assess them in their courses. See where assessment methods can be transferrable to different courses.



**MERRITT COLLEGE COUNSELING DEPARTMENT
MEETING MINUTES**

Date: 03/27/2017	Time: 1:30 pm	Location: R 112A
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Attendees: Pantell, Scurry, DeVito, Ciddio, Ross, Salceda, Perez, Moy, Zielke, Ilarde

Allotted Time	Topic	Person(s) Responsible
1:30-2:00	<u>PCCD District-Wide Counseling Meeting:</u> <ul style="list-style-type: none"> • Feedback from all: Counselors appreciated having the packets with brochures about our programs. Food was excellent (Jordan’s Creative Catering, Hayward). Counselors felt time can be better balanced, some presenters seemed to have more time than others, for example A&R made references to items on the web but did not have time to show us how to find them and have a discussion about it. 	All
2:00-2:10	Department Chair nominations <ul style="list-style-type: none"> • One form was prepared with the names of the pair of co-chairs who will work in 2017-2018: Scurry and Zielke. 	Zielke
2:00-2:10	Faculty Senate: <ul style="list-style-type: none"> • Fundraiser: See’s Candies are being sold to raise 1K for Faculty Senate funded student scholarships. FYE/Puente students helped sell almost \$500. If you need candy please see Marty. • Monthly deductions: together with the candy we are encouraging faculty to sign for monthly deductions. Two counselors filled out the forms during today’s Counseling department meeting. 	Zielke
2:00-2:10	Technology Committee update <ul style="list-style-type: none"> • Email transfer to Cloud-based Microsoft Office 365 will take place over the next three months. You will get an email a week before it’s your turn to migrate. • District IT working on eliminating reporting to State for funding purposes through SARS and instead use Peoplesoft. There was a fall out from the last MIS reporting that prompted this. • Help desk takes a long time to respond because only 1 ½ people “at” the helpdesk. • We are several major versions behind in upgrading PeopleSoft. IT is in the process of upgrading to 9.2 but this will take a while because we have to adapt our needs to its capacity so there will be changes we will have to adjust to. We last upgraded to 9.0 in 2013. 	Scurry

<p>1:45-2:30 pm</p>	<p><u>Chair Update Summary:</u></p> <ul style="list-style-type: none"> • SLOs: <ul style="list-style-type: none"> a. Counseling department: 100 surveys goal reached !!!! We'll tally next week. b. Coun courses: 6/10 courses done (60%). Cook-Greene, Salceda and Perez meeting this month or early next month with Zielke to enter results in TaskStream. • 11th month contracts: No update from VPSS yet. Angela checking with union. Tanya offered to check too. • Evaluations: <ul style="list-style-type: none"> a. Ilarde – (Scurry): 90% done b. Leticia Perez – (Zielke): On hold, Leticia says there was one done in Sp/16 in Calworks when dean Garcia was at Merritt. Stefani offered to check with Claire to find out more information. • Schedule for Fall 2017 : Coun 57 (FYE) and Coun 203 (DSPS) are showing in online schedule already! Coun 57 still has some changes needed. 	<p>Zielke</p>
<p>2:30-3:00</p>	<p><u>Other updates:</u></p> <ul style="list-style-type: none"> • Jose Salceda: Puente club having their 12th annual Cesar Chavez celebration this Wed 03/29 at 12 noon in R-110. There will be free food and Puente items for sale. Also, he attended a national Puente conference last week in Riverside focused on transfer-going culture and using art as inspiration. • Ilarde: Budget Committee update: As part of the Integrated Budget and Planning process, administrators will be presenting their 2017-2018 discretionary budgets to the College Budget Committee on Tuesday, April 4th from 1-5 pm in R29. Everyone is welcome to attend. The Budget Committee will then meet for a special meeting on April 5th to review the discretionary budget and move it forward to the College Council. 	<p>All</p>

Merritt College Mission:

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy



CHECK IT OUT!

Merritt College Library Newsletter

Volume 3, Number 4

April 2017



Library Assessment in Action



The Library has completed its service area outcome (SAO) assessment for the current academic year and embarked on an action plan to improve its collections based on the assessment results.

Overall, the assessment survey responses revealed significant dissatisfaction among students with library resources. The target of 80% satisfaction was not achieved for any aspect of library resources, indicating that many students do not find library materials adequate for their academic or personal needs. In particular, the currency

or timeliness of information sources scored the lowest, with only 54.5% of students expressing satisfaction at being able to find books and other library materials published within the past five years.

Needless to say, the Library must improve the quality of its resources to effectively support the information needs of students. The most pressing issue is the general age of the collections. Currently, out of a total of over 65,000 print and electronic books, only about 3% (or about 1,900 volumes) were published within the past five years. The majority of titles were purchased during the periods 1960-1979 and 2000-2009, when the library budget included stable and sufficient funding for regular collection development.

The actionable improvement plan, with an associated \$34,000 budget request, calls for the Library to increase the proportion of books published within the past five years from 3% to 5% of its total holdings by the end of the 2017-2018 academic year. This will be accomplished through a combination of focused acquisition and continuous weeding of older materials.



Have a relaxing and safe spring break!

The Library is closed Monday–Saturday, April 10-15, 2017.

The Library will be open during the Summer Session.

**June 19–July 27, 2017
Monday–Thursday, 9:00 a.m.–4:00 p.m.**



Information Literacy in an Era of “Alternative Facts”

The unfortunate catch phrase “alternative facts” has been on everyone’s lips these days, prompting spirited discussions about the societal significance of sharing truthful and objective information. **The dialogue continues right here on campus with the ongoing assessment of Information and Computer Literacy, one of Merritt’s six institutional learning outcomes (ILOs).** This couldn’t happen at a more opportune time, as our students become increasingly inundated with dubious information from professional and social media (and even government officials). How do you ensure that students use accurate, authoritative, current, relevant, and reliable information sources for learning and research? First and foremost, do your part to promote the intrinsic value of information literacy by participating in ILO assessment activities this spring semester. This is especially important if you teach courses or provide services that have outcomes mapped to this particular ILO. Contact Laura Forlin (lforlin@peralta.edu), the ILO Assessment Coordinator, to join the conversation.

Challenging Alternative Facts

Here are some other suggestions from your friendly Merritt librarians for guiding students towards information literacy:

- Encourage students to enroll in LIS 85: *Introduction to Information Resources* to learn college-level literacy skills to effectively evaluate information.
- Request a library orientation for your class, particularly in preparation for a research-oriented assignment.
- Advise students to visit the reference desk for personal assistance from a librarian with finding and using library resources.
- Incorporate library materials, including print and electronic books, databases, periodicals, and videos, which have been carefully vetted by librarians for academic appropriateness, into course content.

Avoid Fake News with Complimentary Access to NYTimes.com

The New York Times inEDUCATION

Thanks to a district-wide subscription, all Peralta students and employees have full, complimentary access to all the articles, breaking news, editorials, reviews, blogs, multimedia, and more from *The New York Times*. Also included is historical coverage of articles published during 1851-1922 and 1981-present (with limited access to the years 1923-1980). Enjoy NYTimes.com from wherever you are with the NYTimes mobile apps. Be sure to check out [New York Times in Education](#) for a growing library of curated synopses, aggregated content by keyword, recommended articles, and real-life teaching applications.

Register for an Account

- Visit <http://www.nytimes.com/passes>
- Create a free NYTimes.com account using your Peralta email address
- Look for a confirmation email and click on the link to validate your account
- Download your free NYT smartphone apps at <http://www.nytimes.com/mobile>

Having a Problem?

If you didn’t receive the confirmation email, check your junk or spam folder. If it isn’t there, send an email to edu@nytimes.com from your Peralta email address to request confirmation.

From: Mia Kelly
Sent: Wednesday, February 15, 2017 2:21 PM
To: Dinke Augustin; Lynn Bratchett; Megan Sary Talbot; Diana Barrios; Donna Ervin; Iona Henderson
Cc: Heather Casale; Rosemary Delia; Dawn S. Williams
Subject: IMPORTANT Nursing SLO update!!

Nursing Colleagues,

I hope that all is well. I spoke with Heather Casale yesterday, our SLOAC Chair regarding our status on SLO's. The verdict is that we are in the red; not a good depiction for our number #1 status! All nursing courses need to be evaluated with a plan placed in Taskstream ASAP!! As indicated by our Dean in an email last night, department funding and resources will depend on our ability to complete these crucial tasks. At this point faculty should have their current plan entered into Taskstream for spring 2017, which is phase 1.

In May, the loop needs to be closed with the evaluation of your plan in order to demonstrate that all of your classes have been completely assessed with outcomes. What has typically happened in our department is that the Plan is entered and then there is no follow-up in Taskstream after that with the Results and Evaluation.

Recommendations for faculty:

2014-15 plans can simply be cut and pasted into the 2017-18 cycle after a review of currency and relevancy: The evaluation will occur in May.

1. Nursing 1 (Megan)
2. Nursing 5 (Iona)

Outstanding courses now needing the initial plan are:

1. 3a, Pediatrics (Dinke)
2. 3b, OB (Diana)
3. 4b, Psychiatric (Lynn)
4. 10, Leadership (Lynn)

The aforementioned courses, 3a, 3b, 4b, and 10 will need to start from scratch because it has been over 3 years since the assessment plan was initially entered and now it has dropped off. However, you might be able to go back into 2013 to cut and paste in the plan if it is still relevant. Please schedule an appointment ASAP with Heather if you need assistance with this.

1. Nursing 11 is OK as far as the plan goes for now, and evaluation is entered into Taskstream in May (Donna)
2. Nursing 260ABCD has a plan in place, but did not close the loop with evaluation results. Therefore, results need to be added to Taskstream.

Completion of this task is possible in a short timeframe; I know because I completed and updated my assessments in 30 minutes.

Dawn, my recommendation is to have a mandatory department "Get it Done Workday", twice. The first, session should happen now, to give everyone an opportunity to complete their Plans, and the second session should be in May to "close the loop" with the Evaluation of the Plan. Our department can spend an hour or so and with a targeted focus we can reach SLO compliance. I would also recommend that we invite our Dean for support.

Additionally, Heather is extremely helpful and waiting to assist with any and all SLOAC related questions. Please defer to Heather as a primary resource.

Best,

Mia Kelly Ed.D
College Tenure Facilitator, Merritt Campus
Faculty/Allied Health
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Oakland, CA. 94619

Sharing my assessment

Subject	Sharing my assessment
From	Heather Casale
To	Merritt-FAS
Sent	Friday, February 03, 2017 3:28 PM
Attachments	 cheat sheet - Sheet1

Hi all,

I just entered several of my assessment plans for this semester and, in an expression of solidarity, I'd like to share will you one of the assessment methods I'll be doing this semester, along with two colleagues. By no means is this an example of excellent or perfect assessment, but perhaps it will get your wheels spinning for your own assessment:

Outcome 1: ANALYZE EVIDENCE

Utilize evidence-based nutritional science for professional or personal nutrition analysis. Method: Diet Analysis Software

Description of Assessment Method (Task) : Students will be asked to create a food plan for either themselves or a client which respects lifestyle interests and food habits, incorporates nutrient dense foods and meets nutritional guidelines. Students must set at least two nutrient related goals that are specific and measurable and meet those goals with their diet plan. Once created, they will enter diet into Diet Analysis Software and analyze the results (see attached assignment)

Criteria for Success: 100% of students should set and meet 2 appropriate, specific, and measurable goals.

90% of students should correctly analyze the nutrition analysis worksheets and correctly answer the 3 corresponding questions. (see attached grade sheet)

90% of students should score a total of at least 80% on the assignment.

Timeline for Implementation: Assignment is given week 2 of course, due 4 weeks later.

Key Faculty/Staff: Mary Louise Zernicke, Cheryl Davis, Heather Casale

Supporting Attachments:

Attached File Assignment #1 link opens in new window (Word Document (Open XML))

Attached File Grading sheet link opens in new window (Word Document (Open XML))

Because this is being assessed across 4 sections, I developed the attached, very simple, worksheet for each instructor to complete to allow us to capture the scoring data. To minimize the typing in Taskstream, I attached a copy of both the assignment that we give as well as the scoring rubric we use.

Hope this helps get you thinking of your own assessment. As always, I'm willing to help or answer any questions!

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