

## Getting Down to Business

This week's Accreditation in Action newsletter will address the work currently being done to address Outcomes/Assessments, Evaluations and Mission Statement.

### Outcomes/Assessments

Many Southwestern College departments/units have been working to link Student Learning Outcomes in their program reviews. During the Accreditation visit, however, SLO data could not be easily accessed by visiting team members.

#### Action Plan:

We are researching why the ACCJC team was unable to access course assessment data in eLumen. The Office of Institutional Effectiveness has generated summary reports that verify existence of all Outcome, Data and Evidence Sheets in program review snapshots as well as comprehensive program reviews in Fall 2014.

We have also retained Dr. Rebecca Wolniewicz to assess the overall operational status of eLumen and how it supports college SLO needs. Dr. Wolniewicz is working with eLumen representatives to identify trouble spots and outline clearer pathways. We are also looking to merge SLO assessment data from program review to eLumen to have all SLO data housed in one place. Regarding the use of SLOs in evaluations, the district and the unions have agreed to enter into negotiations.

### Evaluations

The Accreditation team heard from several constituency groups that evaluations had not been conducted on a regular basis. We agree. Until now there has not been a systemic mechanism to notify managers when their reports were due for evaluation. This, coupled with labor agreements that outline five different evaluation cycles, has been a challenge for our human resources department.

#### Action Plan:

We have identified all employees whose evaluations are past due, and those lists have been sent to all vice presidents, deans and managers. All past due evaluations will be submitted to human resources no later than Dec. 15.

Human resources is also investigating an HR module in Colleague to track evaluations and is considering a new evaluation cycle to ensure all evaluations are completed by June each year they are due.

### Mission Statement

During the visit, the team saw that we were not consistent in the use of our Mission Statement, and worse, we had the wrong Mission Statement in some publications. Although there is no rule to prevent abbreviated statements, the team did not understand why we had full and abbreviated statements.

#### Action Plan:

On Oct. 21, the Shared Consultation Council voted to eliminate the abbreviated version of the Mission Statement. We have since tasked all managers with ensuring the abbreviated Mission Statement is eliminated from all email signatures, business cards and is no longer on display in offices.

If you currently use the abbreviated Mission Statement in your email signature, please help us achieve 100% compliance by removing it from your email signature. Additionally, we are developing a documentation review checklist and publication protocols as a quality control tool for all district publications. ♦

*Next week we'll address the positions in recruitment and Distance Education deficiencies.*