



December 9, 2024 | Academic Senate

# ***ACCJC / Learning Outcomes Update***

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## ➤ Agenda

1. The requirements
  2. What has been accomplished
  3. What work remains
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# > ACCJC Compliance - by Oct 1, 2025

## The Requirements

**Standard II.A.3 (College Requirement 1):** In order to meet the Standard, the Commission requires that the College ensures that the student learning outcomes listed on course syllabi match those in the approved course outline of record.

Learning outcomes  
in Syllabi

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Learning outcomes  
in Course Outline of Record

**Standard II.A.16 (College Requirement 2):** In order to meet the Standard, the Commission requires that the college systematically and regularly improve programs and courses according to their established assessment processes.

Follow the established  
assessment process

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Use the assessment results  
to improve programs and courses

## The Approach

### Current Status

Understand & clarify  
the current problems



### Ideal Status

Understand & clarify  
the goals

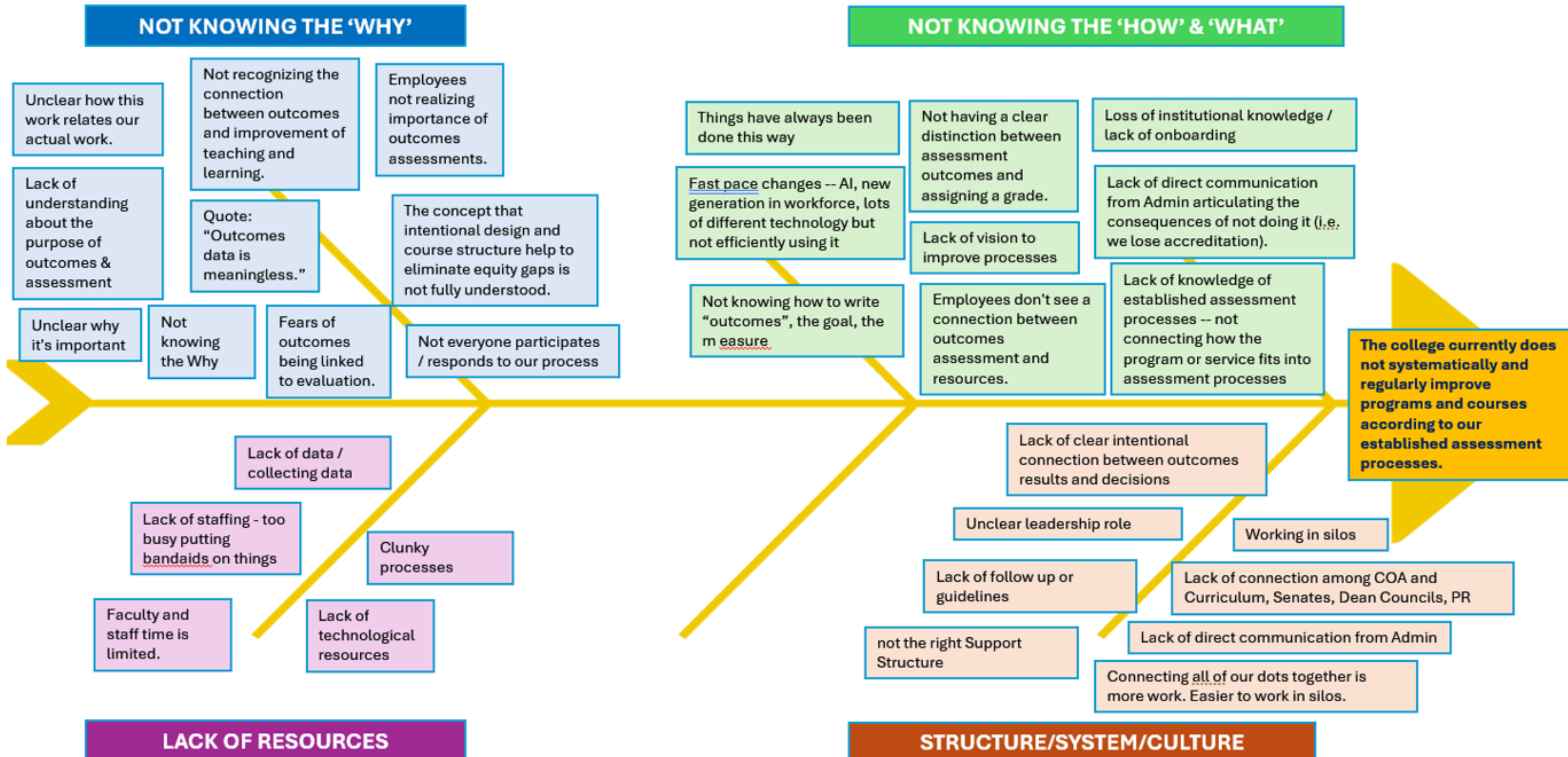
People: bring in relevant stakeholders  
System: clarify structure and processes  
Accountability: clarify roles, responsibilities, timelines



- **Outcomes Summer Workgroup** engages in a root-cause analysis
  - *Celine Ahearn, Mary Gwin, Linda Hensley, Liza Rabinovich, Hai Hoang*
- Executive team review the ACCJC report to identify:
  - broad plan of action and areas of focus
  - a workgroup to respond to the ACCJC requirements
  - communication plan for the college
- Accreditation Liaison Officer (ALO) meets with other ALOs to learn about structure, process, and resource at other colleges



# Root Cause Analysis: Fishbone / Ishikawa Diagram





- **ACCJC Outcomes Planning workgroup** forms and meets bi-weekly
  - *Ashanti Hands, Andrew Hoffman, Dina Miyoshi, Hai Hoang, Isabel O'Connor, Justin Estep, Linda Hensley, Liza Rabinovich, Monica Romero, Nathan Resch and others*
- Develop a list of missing PLOs and send to Shelly Hess (district) to update the catalog
- Identify syllabi that are out of compliance in the last ACCJC cycle
- Communicate accreditation requirements campus-wide (Convocation and others)
- Begin discussing further collaboration with professional development/LOFT
- Develop Fall 2024 Training Schedule for Outcomes and Program Review
- Faculty outcomes coordinator meets 1 on 1 with programs to discuss outcomes assessment processes and ACCJC requirements



- ALO meets with ACCJC to clarify their requirements
- Present ACCJC requirements and the overall plan at Convocation (main session and break-out)
- **ACCJC Requirement 1**
  - All areas review outcomes in Nuventive to confirm accuracy
  - Outcomes are shared with all instructional programs to ensure they are correctly listed on syllabi
- **ACCJC Requirement 2**
  - Program Review Steering Committee meets to develop plans to further integrate outcomes assessment into data reflection, unit goal creation, and resource requests
  - Program assessment progress reports sent to all deans to share current status
- **ACCJC Requirements 1 and 2**
  - ACCJC Outcomes Planning workgroup meets bi-monthly to share updates & plan next steps
  - Faculty outcomes coordinator attends department meetings to discuss ACCJC Requirements and Nuventive workspace functionality
  - Faculty outcomes coordinator meets 1 on 1 with programs to discuss outcomes assessment processes and ACCJC requirements



- ALO talks with ACCJC to further clarify requirements
- Begin discussing stronger alignment between PR and OA
- **ACCJC Requirement 1**
  - Academic Senate and Academic Affairs begin development of campus-wide syllabus checklist
  - All Instructional Programs work to ensure all syllabi have the correct course learning outcomes
- **ACCJC Requirements 1 and 2**
  - Faculty outcomes coordinator and Academic Senate President present at Chair of Chairs meeting
  - Deans' Council, COA, and the ACCJC Outcomes Planning Workgroup start drafting official processes for syllabus review, Nuventive and Meta updates, and a guide for adherence to outcomes processes.
  - Curriculum Committee begins discussions of process to embed outcomes assessment into new course creation
  - Academic Senate includes Outcomes Assessment updates in the monthly newsletter
  - Regular updates about Outcomes at PIEC, PCAB, Executive Meeting
  - ACCJC Outcomes Planning workgroup meets bi-weekly to share updates & plan next steps
  - Program Review and Outcomes Assessment training begins
  - Faculty outcomes coordinator attends department meetings to discuss ACCJC Requirements and Nuventive workspace functionality
  - Faculty outcomes coordinator meets 1 on 1 with programs to discuss outcomes assessment processes and ACCJC requirements



- **ACCJC Requirement 1**

- Nuventive locked for outcomes changes; outcomes changes will be sent through the faculty outcomes coordinator
- Faculty outcomes coordinator downloads all CLOs and sends report to district for audit
- District sends audit for Nuventive updates

- **ACCJC Requirement 2**

- COA creates a form in Nuventive to document program/department discussions surrounding outcomes; DOC enters a summary of discussion under “Reflection and Action Plan” to provide evidence of Closing the Loop
- PRSC further integrates outcomes assessment into Program Review Summary and Reflection and Unit Goals and Action Plans

- **ACCJC Requirements 1 and 2**

- CLOs sent to district to update Meta
- Outcomes presentation to Chairs Academy
- Outcomes Assessment updates included in Academic Senate monthly newsletter
- COA to further develop Institutional Effectiveness Glossary of terms to focus more on outcomes assessment processes and ACCJC requirements
- PIEC, PRSC, COA set deliverables about supporting ACCJC process and structure
- Faculty outcomes coordinator work with programs to complete Nuventive set up, enter timelines, set benchmarks, and do mapping
- Regular updates about Outcomes at PIEC, PCAB, Executive Meeting
- ACCJC Outcomes Planning workgroup meets bi-weekly to share updates & plan next steps
- Program Review and Outcomes Assessment training continues
- Faculty outcomes coordinator attends department meetings to discuss ACCJC Requirements and Nuventive workspace functionality
- Faculty outcomes coordinator meets 1 on 1 with programs to discuss outcomes assessment processes and ACCJC requirements



- **ACCJC Requirement 1**

- District completes Nuventive audit - Instructional programs missing CLOs contacted
- Meta expected to be updated by the end of November with accurate CLOs information

- **ACCJC Requirements 1 and 2**

- COA approves Simple Outcomes Assessment Cycle
- DOCs send outcomes edits to faculty outcomes coordinator to update Nuventive for Spring 2025 as needed
- Faculty outcomes coordinator work with programs to complete Nuventive set up, enter timelines, set benchmarks, and do mapping
- Regular updates about Outcomes at PIEC, PCAB, Executive Meeting
- ACCJC Outcomes Planning workgroup meets bi-weekly to share updates & plan next steps
- Program Review and Outcomes Assessment training continues
- Faculty outcomes coordinator attends department meetings to discuss ACCJC Requirements and Nuventive workspace functionality
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**12/2024**

# **Communicating, Planning, Doing, Reviewing**

- **ACCJC Requirement 1**

- Finishing up: Syllabus Review Process, Syllabus Checklist
- Developing official outcomes update process
- Updating Meta (district)

- **ACCJC Requirements 1 and 2**

- COA develops an official process for adherence to outcomes assessment
- IE Dean and faculty outcomes coordinator visit Academic Senate to discuss ACCJC requirements and share next steps towards full accreditation.
- All programs complete assessments for Fall 2024 based on their assessment schedule
- Faculty outcomes coordinator work with programs to complete Nuventive set up, enter timelines, set benchmarks, and do mapping
- Regular updates about Outcomes at PIEC, PCAB, Executive Meeting
- ACCJC Outcomes Planning workgroup meets bi-weekly to share updates & plan next steps
- Program Review and Outcomes Assessment training continues
- Faculty outcomes coordinator attends department meetings to discuss ACCJC Requirements and Nuventive workspace functionality
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# Clarifying Where We Are and Where We Need to be

## Presentations at Fall 24 Convocation

### Quick Glance - Outcomes Assessment

Source: Nuventive as of 8/14/2024.



**3,100**  
Course Learning  
Outcomes (CLOs)



**76**  
Student Services  
Outcomes (SSOs)

#### % of CLOs with Benchmarks

\*1,120 benchmarks



#### % of SSOs with Benchmarks

\*22 benchmarks



#### % of CLOs with Results

\*277 results



#### % of SSOs with Results

\*10 results





# Clarifying and Improving People, System, and Accountability

## Syllabi – Course Learning Outcomes Verification Process

1. Towards end of each semester, per the Outcomes Process timeline, the Department Outcomes Coordinator, Department Chair or Dean’s Office:
  - a. Shares current outcomes for all courses with all faculty
  - b. Remind faculty that outcomes are required to be on syllabi
2. By the course census date Syllabi sent to the Dean’s Office/Program Coordinator/Department Chair\*.
3. Syllabi are reviewed, including checking for accuracy of Outcomes.
4. If Outcomes are incorrect faculty are immediately notified and given one (1) week to submit corrected syllabus.
5. The Dean’s Office monitors the return of corrected syllabi.
6. If the syllabus is not corrected, it may be included in the faculty’s evaluation.

### Verification Process for inclusion of Outcomes in Course Syllabi

Process – Occurs every term	Person(s) Responsible
Faculty are provided with the current Course Learning Outcomes for each course prior to the end of the semester.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, or Dean’s Office
Faculty are reminded that current Course Learning Outcomes are required on all course syllabi.	Dean’s Office
Syllabi submitted by course census date to the Dean’s Office (or designee).	Course Faculty
Review of syllabi for inclusion of current Course Learning Outcomes.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, Dean’s Office
Faculty are informed if syllabi correction is required. Dean’s Office notified.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, Dean’s Office
Corrected syllabi submitted within one (1) week.	Course Faculty
Monitoring submission of corrected syllabi.	Dean’s Office

\*Depending on the School’s organization

Note: Course Learning **Outcomes** (CLOs) have been also referred to as Student Learning Outcomes. This is not to be confused with Student Learning **Objectives** listed in the Course Outline of Record.

## Spring 2025

Deadline	Activity	Person Responsible
FLEX Week	Outcomes updated into current syllabi.	Program Faculty
2/18	Syllabi submitted to the School Dean’s Office. (Note: Full term courses: Submit syllabi within first two weeks; Short-term courses: Submit syllabi within first week)	Program Faculty
Within <a href="#">syllabi process review</a> deadline	Syllabi reviewed for accuracy and returned for corrections. Faculty correct syllabi within one week if necessary.	Department Chair/Program Coordinator/School Dean & Program Faculty
Beginning of Semester	Previous semester Outcomes data discussed. (Recommendation: Department/Program Meeting)	DOC leading program faculty
Beginning of Semester	Summary of discussions entered in Nuventive. Any changes recorded in Nuventive.	DOC
Throughout semester	The program assesses scheduled Outcomes.	Program faculty
Starting 5/1	Fall 2025 outcomes revisions sent to faculty outcomes coordinator as needed.	DOC/Program Faculty/Faculty Outcomes Coordinator
5/30	Deadline to submit outcomes changes to Faculty Outcomes Coordinator.	DOC/Program Faculty/Faculty Outcomes Coordinator
06/02	Outcomes upload sent to district. Available for upload to Meta.	Faculty Outcomes Coordinator District Educational Services
06/02	Distribute outcomes (via Nuventive download) to program faculty, department chair, and school dean for 25-26 cycle.	DOC & Faculty Outcomes Coordinator
06/02	Outcomes assessment data from Spring recorded in Nuventive.	DOC & Program Faculty

From Deans’ Council and COA



# Clarifying and Improving Updated Nuventive Workspace

## Reflection and Action Plan



*\* denotes a required field.*

### COMPLETION STATUS

Completion Status \*



### REFLECTION AND ACTION PLAN

How did you discuss your assessment findings with faculty/classified professionals?

Based on data collected last year, what changes/actions are being planned?

If no changes/actions are being planned, please explain why.

Describe the process for implementing these changes.

**Outcomes Assessment  
Reflection & Action Plan**

## YEAR 3 Updates (2024 - 2025)



Provide any edits or updates to the prompts originally documented in the Executive Summary section for Year 3.

Provide any edits or updates to the prompts originally documented in the Data Reflection section for Year 3. ⓘ

Review Outcomes Report. Review the unit's outcomes assessment process for 2023 - 2024. Discuss connections to unit goals/action plans/resource requests. ⓘ

Provide any edits or updates to the prompts originally documented in the Practice Reflection section for Year 3.

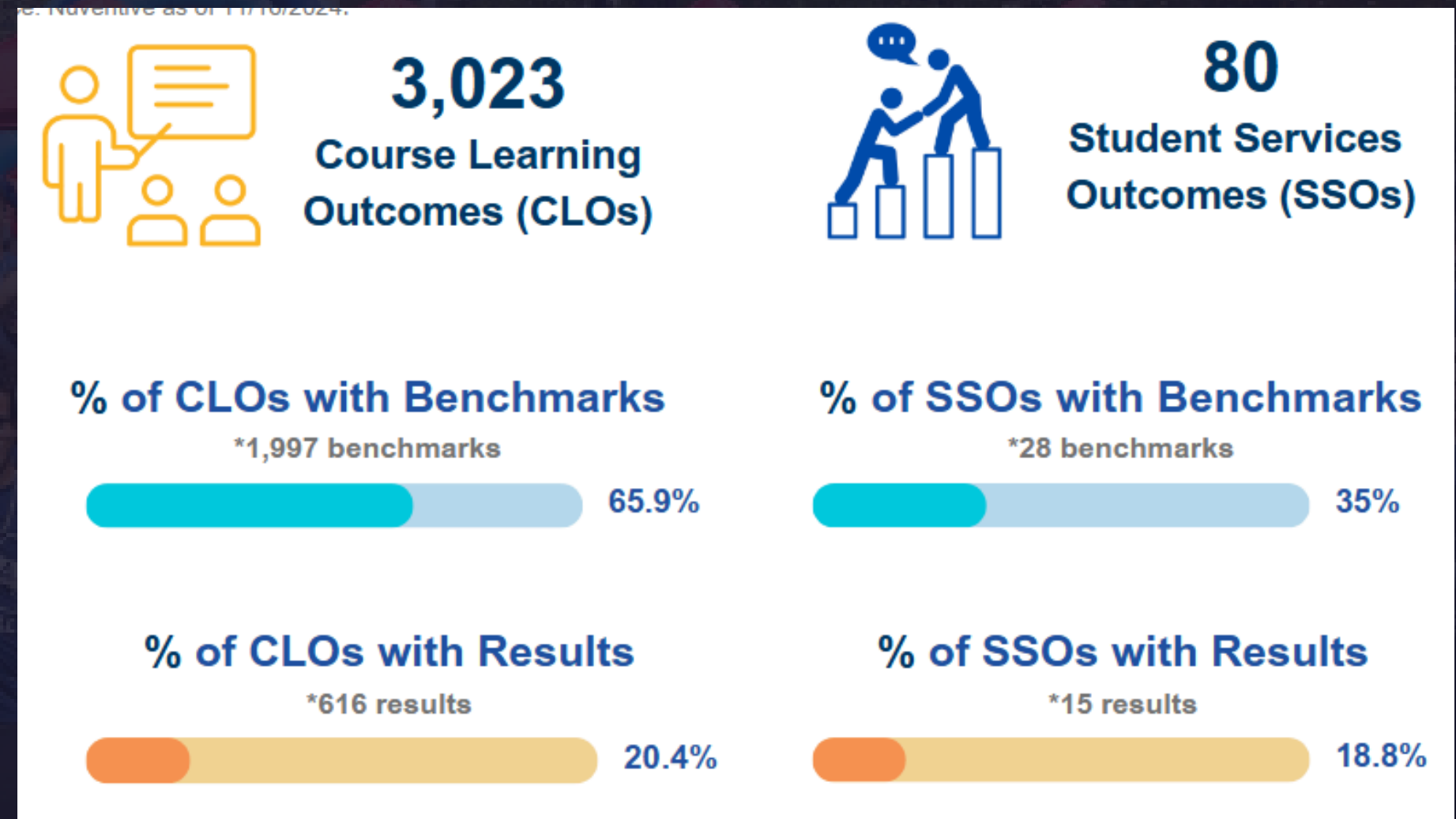
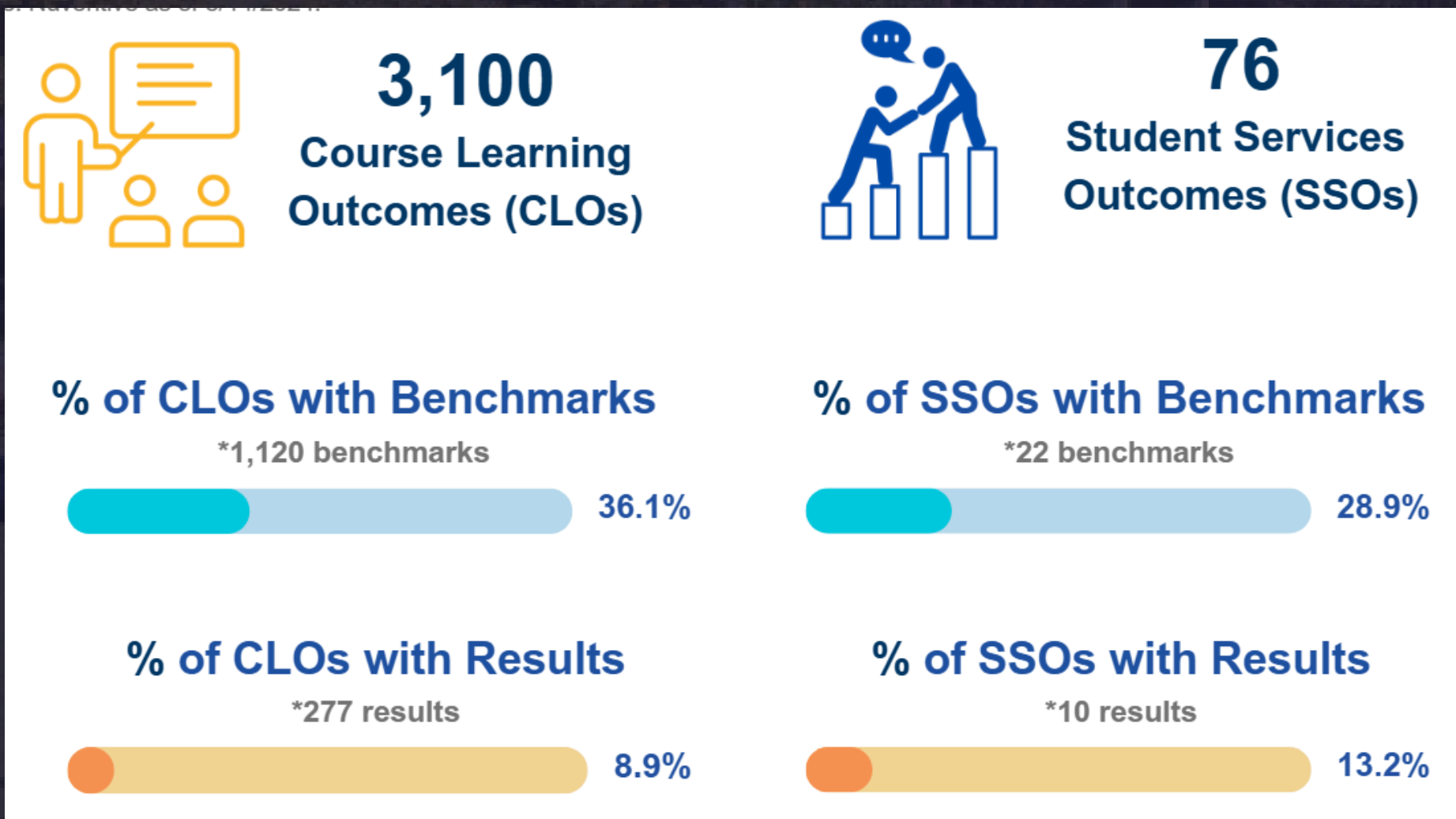
**Program Review  
Mid Cycle Updates**



# Intentional Efforts, Expected Results

August 2024

November 2024



**Number of CLOs with Benchmarks: 1.8x increase**  
**Number of CLOs with Results: 2.2x increase**



## ACCJC Requirement 1

### Completed:

- Mesa outcomes review and audit
- District Nuventive CLO audit
- Process improvement: outcomes edits are locked at set time and changes are submitted to faculty outcomes coordinator
- Deans' Council creates Syllabus Review Process

### In-progress:

- By end of Fall 2024
  - Academic Affairs creates Syllabus Checklist
  - District updates Meta based on Mesa's list of CLOs
- By beginning of Spring 2025
  - Faculty work with the outcomes coordinator to submit missing outcomes
- In Spring 2025
  - COA develops official outcomes update process
  - Curriculum committee continues to work on curriculum clean-up
  - Curriculum committee continues to develop process to embed outcomes into course creation

## ACCJC Requirement 2

### Completed:

- Regularly communicate information across the college
- COA creates Reflection and Action plan form - all programs now can provide evidence of closing the loop
- PRSC revised PR questions and instructions to strengthen alignment with outcomes
- Faculty outcomes coordinator hosted over 70 individual support sessions and 18 campus-wide trainings/workshops to provide support with outcomes processes

### In-progress:

- By end of Fall 2024:
  - COA develops an official process for adherence to outcomes assessment



## January

- All programs meet and discuss outcomes results; summary of discussion entered into Nuventive (FLEX week)
- Faculty outcomes coordinator
  - Works with programs to complete Nuventive set up: entering timelines, setting benchmarks, and assisting with mapping.
  - Meets with professional learning instructional faculty to develop more training to embed outcomes assessment processes into work across campus
  - Sends program assessment progress reports sent to all deans to share current status
  - Works with CRC to identify outcomes update process
  - Works with district to ensure Nuventive and Meta outcomes alignment
  - Finalizes outcomes glossary
  - Drafts report
  - Presents at Catalyst and Convocation Break-out



# > 2025 (Tentative)

## Spring 2025

- Curriculum clean up, process for embedding outcomes into course creation
- Distribute outcomes glossary
- Continue on-going support and updates

## Report Writing Timeline (Submission date: September 24, 2025)

- January: create a draft report
- February:
  - Extract information from Program Review to include in the report
  - Present a draft report at COA for feedback
- March:
  - Report revision with updated process changes and decisions
  - Present the draft report at PIEC for feedback
- April and May:
  - Present the draft report at PCAB for feedback
- Summer: Report revision
- September 24, 2025: Submit report to ACCJC

## Summer and Early Fall 2025

- Work with IR to review outcomes data to identify trends in assessment types and assessment results
- Work with COA to present outcomes data trends
- Work with deans and chairs to review accuracy of outcomes and assessment progress
- Work with deans, chairs, and district to ensure that Meta is up-to-date
- Work with deans and chairs to ensure syllabi for Fall 25 are in compliance (match with Meta)



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Thank You

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