

STUDENT LEARNING OUTCOMES ASSESSMENT COMMITTEE  
MEETING ON NOVEMBER 13, 2025 AT 1:00 P.M., DON FISHBOWL & TEAMS  
**MINUTES**

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**Helena College Mission:** Helena College Supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

**Assessment Committee Mission:**

## Attendees

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| <input checked="" type="checkbox"/> <b>Jessie Pate (Chair)</b> , Director of Institutional Research & Effectiveness | <input checked="" type="checkbox"/> <b>Dave Jones</b> , Automotive Instructor                |
| <input type="checkbox"/> <b>Kim Feig</b> , Sociology Instructor   | <input checked="" type="checkbox"/> <b>Sevda Raghieb</b> , Director of Nursing               |
| <input checked="" type="checkbox"/> <b>Amy Kong</b> , Director of eLearning & Faculty Development                   | <input checked="" type="checkbox"/> <b>Sophia Romanic</b> , eLearning Specialist & Developer |
|   | <input checked="" type="checkbox"/> <b>Laura Senn</b> , Nursing Instructor                   |

## Priorities for AY2526

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1. Roll out assessment in Insights for all faculty by fall 2026.
2. Establish a campus-wide assessment process and cycle, outlining responsibilities for faculty and directors and expectations for frequency of assessment.

## Pre-Reads/Supplemental Materials

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- SLO Assessment Cycles (Excel)
- SLO Assessment NWCCU Standards (Word)
- HC Learning Outcomes Assessment Process (Word)

## Agenda

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### Minutes from previous meeting

- October 16, 2025 - ok

### Update on Institutional Learning Outcomes Task Force

- First meeting is tomorrow. Got a few more ILO examples at the Assessment Institute, but not many
- Add an academic director to task force (Robyn or Stephanie)
- Share out summaries of review sessions/comments when sharing out each draft and in presenting final outcomes for endorsement and approval

### Assessment in Canvas with Insights

- Fall 2025: First pilot group piloting CLO assessment in at least one course (CLOs mapped to PLOs)
- Spring 2026: First pilot group continues piloting.
  - Get a full department/program on board? All Nursing faculty, FT and adjunct – Jessie, Amy and Sophia to work with Sevda to schedule meetings/trainings ahead of spring semester.

- AY2627: All faculty using by end of AY
  - All faculty pilot in at least one course starting in Fall, another course in spring.
- When to get new faculty using? Some arguments for doing it right from the start, some in favor of giving them a semester to get settled.
  - Develop a lesson/tutorial of assessment basics

### Assessment Processes

- Establish each at the course, program, and (eventually) institution level:
  - Responsibilities of faculty, directors
  - Definitions
  - Cycle and frequency of assessment
- Program Learning Outcomes assessment
  - Review documents and discussions from last year
  - Although course outcomes, and therefore their assessments, are mapped to program outcomes, program assessment should primarily focus on those assessments that demonstrate a student has met the program outcome.
  - Align with Academic Program Review?
- Course Learning Outcomes assessment
  - Frequency: Assess all CLOs in each course at least once every two years.
    - Consider length of program
  - What gets reported

Next Meeting: December 11, 2025