

LFM TEAM 2021-2023 ACTION PLAN

PROJECT NAME	LEAD	MEMBERS
Equitable Assessment and Decision-Making	Ashlee Johnson	Charise Allingham, Hayley Ashby, Lisa Martin, Toren Wallace, Dominique Hitchcock

Canvas and Nuventive Integration

ACTIVITY	RESPONSIBLE	RESOURCES	STATUS	START	END	DELIVERABLES
Contact Mt. SAC for information on their implementation of the Canvas/Nuventive integration	Ashlee Johnson	Michelle Newhart; Assessment Committee at Mt. SAC	Pending	Feb-22	Jun-22	Examples, meetings notes, and proof of concept
Meet with Nuventive about questions, permissions, and dashboard examples	LFM Team	Security certificate	Completed	Feb-22	Dec-22	Meeting notes and sample dashboards
Finalize Nuventive configuration and interface	Ashlee Johnson, Charise Allingham, Greg Aycock	Nuventive consultant; Office of Institutional Effectiveness	In Progress	Aug-22	Dec-22	Nuventive dashboard

Communication Plan

ACTIVITY	RESPONSIBLE	RESOURCES	STATUS	START	END	DELIVERABLES
Situate project within the college governance/planning structure	LFM Team	LFM tools	Completed	Feb-22	Feb-22	Alignment chart; Ecosystem
Identify stakeholders	LFM Team	LFM tools	Completed	Feb-22	Feb-22	Stakeholder map
Inventory committees and align with team's current committee assignments	LFM Team	SPGM	Completed	Feb-22	Mar-22	Committee list
Request placement on committee and governance group agendas	LFM Team	Committee chairs	Completed	Mar-22	Apr-22	Meeting agendas

Present project overview to appropriate college committees	LFM Team	Elevator slide; presentation template	Completed	Mar-22	May-22	Presentation slides; feedback/questions from meetings
Create/vette survey for faculty to assess needs and refine training	Ashlee Johnson, Charise Allingham	Office of Institutional Effectiveness	Completed	Mar-22	Apr-22	Survey results
Meet with Faculty Association to provide project overview and discuss potential issues	LFM Team	Norco College FA representatives; FA contract	Completed	Apr-22	Ongoing	Meeting notes
Present as part of Fall/Spring FLEX Days	Ashlee Johnson	Professional Development Coordinator	Completed	May-22	Aug-22	Presentation slides
Request feedback on rubric criteria and calculation methodology from departments through NAC	Ashlee Johnson	Norco Assessment Committee members	Completed	Sep-22	Oct-22	NAC Meeting Minutes

Goal #1: Conduct Pre-Pilot Study

ACTIVITY	RESPONSIBLE	RESOURCES	STATUS	START	END	DELIVERABLES
Develop standard rubric (consistent Likert Scale and language in Canvas)	LFM Team	Canvas training; Canvas course shells	Completed	Feb-22	Jun-22	Canvas shells and sandbox with outcomes and rubrics
Setup SLOs and rubrics in Canvas	Pre-Pilot Team	Canvas training	Completed	Mar-22	Jun-22	Outcomes and rubrics linked to assignments
Collect SLO data	Pre-Pilot Team	Canvas gradebook	Completed	Apr-22	Jun-22	Graded assignments using outcomes rubrics
Analyze data	Pre-Pilot Team	Canvas gradebook	Completed	Jun-22	Jun-22	Prompts and questions for analyzing data
Develop training materials for pilot study	LFM Team	Canvas training	Completed	May-22	Jul-22	Feedback from pilot study faculty

Goal #2: Conduct Pilot Study

ACTIVITY	RESPONSIBLE	RESOURCES	STATUS	START	END	DELIVERABLES
Special project description	LFM Team	Forms; salary schedules	Completed	Feb-22	Mar-22	Written description of pilot project

Secure funding approval	Ashlee Johnson	Equity and/or GP Funding; Student Equity & Achievement Project Lead	Completed	Mar-22	Mar-22	Email providing budget approval
Develop invitation	Ashlee Johnson	Elevator slide	Completed	Mar-22	Mar-22	Email invitation to participate
Request Academic Senate approval	Ashlee Johnson	Academic Senate President	Completed	Apr-22	Apr-22	Academic Senate minutes showing pilot study faculty approval
Complete special project forms and submit for Board of Trustee approval	Ashlee Johnson	IDS; Board of Trustees	Completed	Apr-22	May-22	Signed special project forms; BOT minutes
Develop timeline for pilot study activities	LFM Team	Dates for Canvas training	Completed	May-22	May-22	Email to pilot study faculty with meeting dates and topics
Provide Canvas training	Interim Dean, Distance Education	Instructure	Completed	Jun-22	Jul-22	Date for Canvas training; Canvas training materials
Conduct collaboration meetings	LFM Team	Zoom	Completed	Jun-22	Jul-22	Meeting notes; Canvas shells
Setup SLOs and rubric; Collect and analyze SLO results	Pilot Team	Canvas; SLOs; Rubric	In Progress	Jul-22	Dec-22	Learning Mastery Gradebook export
Refine training materials	LFM Team	Canvas training materials; equity training materials	In Progress	Aug-22	Dec-22	Assessment results and plans for improving training materials and methods

Goal #3: Systemic Pedagogical Change and Practice of Using Disaggregated Outcomes Data

ACTIVITY	RESPONSIBLE	RESOURCES	STATUS	START	END	DELIVERABLES
Develop prompts for data analysis for Program Review	LFM Team; Program Review Committee; Assessment Committee	Office of Institutional Effectiveness; Program Review Committee; Assessment Committee	Pending	Aug-22	Dec-22	Prompts in program review template

Coordinate with the Program Review Committee on the integration of prompts into the template and rubric	LFM Team; Program Review Committee	Program Review Committee; Nuventive	Pending	Aug-22	Dec-22	Updates to program review template and rubric
Integrate practices into process documentation, training, and presentations	LFM Team; Program Review Committee; Assessment Committee	Program Review Committee; Nuventive	Pending	Aug-22	Dec-22	Program review training materials and presentations
Assess effectiveness of change in the areas of pedagogy, decision-making, and resource allocation	Office of Institutional Effectiveness	Assessment tools	Pending	Jun-23	Aug-23	Assessment results from equity events and feedback surveys