

VENTURA COLLEGE
Student Learning Outcome Committee
Tuesday, September 13, 2016
3:00pm-4:30pm MCW-312
Approved 10/11 Mtg

Present: Andrea Horigan, Phillip Briggs, Maureen Eliot, Jack Bennett, Alex Kolesnik, Brent Wilson, Lynn Wright, Jenchi Wu, Deanna Hall

Recorder: Phillip Briggs

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
A. Call to Order			
	Andrea began the meeting @ 3:03 p.m.		
B. Public Comments			
	None.		
C. Announcements/Information Items			
1. Introduction of members	Committee introduced themselves. Committee still needs faculty reps from LLRCC, Science, English, and a classified representative.		
2. SLO division updates from committee members	Math Dept discussed SLO course assessments, rubrics at their dept meeting. Kin/Health Dept discussed ISLO assessment for this semester, as well as ongoing SLO's. Art Dept meeting discussed closing loop on SLO's and consistent wording in catalog of PSLO's. Nursing discussed SLOs in their dept meeting		
3. Improvement of SLO Assessment Reporting form	SLO Assessment Reporting form was revised to include dropdown menus. Ted Prell recommended numbering each line of the form, which will improve ease of understanding.		

	<p>Music created an online version (Google Doc) of the form for Music and Theater. This made the reporting process much easier for the faculty to submit their SLO assessments. It also stores all SLO assessments in a Google Spreadsheet that is shared between dept chairs. Andrea suggested that Brent bring the form to the group to discuss using it in other departments. Alex indicated that there were faculty concerns about who would have access to a database with faculty names and SLO assessments. Also, Dept chairs should ideally have copies of SLO Assessment Reporting Form for their department, but a central repository would be useful.</p>		
D. Old Business			
a. Review of last year's goals and evaluation using the established rubric	Reviewed goals from last year. Met nearly all components of every goal.		
b. Survey of committee members for 2015-2016	Viewed results of 2015-2016 committee evaluation. In general, the committee met its goals and functioned effectively.		
c. Workgroups needed	ISLO 4 Forum needs to occur in February – Jack and Brent will lead workgroup. Jenchi and Maureen will bring food to forum.		
i. ISLO-4 Forum workgroup			
ii. Newsletter workgroup	Newsletter – Brent, Nathan, and possibly the English rep will lead group. Brent will bring draft to next meeting to discuss and get additional ideas for content		
d. No SLO, No Dough criteria for Program Review	Reviewed No SLO, No Dough criteria. Jack Bennett – proportional funding based on proportion of criteria met or not met may be a useful mechanism. Discussion ensued, and potential revisions to the criteria will be discussed in a future meeting.		
E. New Business			
a. Election of committee chair	Debbie Newcomb nominated by Alex Kolesnik. Maureen seconded. Unanimous vote in favor.		

<p>b. 2016/17 goals</p>	<ol style="list-style-type: none"> 1. TracDat (Version 5) training for committee members in running reports for their departments to present at dept meetings. 2. Plan to implement a 2017-2018 “year of dialogue, reflection, and continuous improvement.” 3. Review and evaluate “No SLO, No Dough” criteria. 4. Maintain and evaluate an ongoing focus on quality control for overall SLO process, including the <i>closing the loop</i> process. <p>Discussion about including additional components of goal 2 from last year.</p> <p>Jack Bennett motioned to approve goals. Jenchi Wu seconded. Unanimous approval.</p>		
<p>c. Revision of charge to include Service Unit Outcomes</p>	<p>Discussed adding service unit outcomes to charge.</p> <p>Revised charge: The Student Learning Outcomes Advisory will be responsible for monitoring the progress and evaluating the quality of Student Learning Outcomes and Service Unit Outcomes on campus. The committee will create an annual report of SLO and SUO progress.</p>		
<p>d. TracDat Version 5 training for committee members</p>	<p>Discussed devoting one committee meeting to TracDat training for committee members.</p>		
<p>e. Quality Assurance work plan for 2016-2017 (Committee Function #2)</p>	<p>The Quality Assurance work plan was reviewed. Further consideration will be done at next meeting.</p>		
<p>f. Proposal for academic year 2017-2018 recommendation to CPC</p>	<p>Discussion about developing a detailed implementation plan for the 2017-2018 year of reflection. This will be developed in future meetings and then recommended to CPC.</p>		

F. Action Items			
1. Approval of Minutes (March 8, 2016)	Andrea Horigan motioned to approve minutes. Jack Bennett seconded. Unanimous approval.		
G. Meeting take-aways			
	<p>Maureen – excited to be part of the committee and learn more about the SLO process.</p> <p>Lynn – appreciates setting of concrete goals</p> <p>Brent – appreciates discussion of year of reflection because SLO discussions have always felt rushed.</p> <p>Deanna – excitement about what is happening in future and to be part of a group that helps the college move forward</p> <p>Jenchi – looking forward to year of reflection to re-assess process</p> <p>Jack – looking forward to TracDat training</p> <p>Andrea – excited about planning the year of reflection</p> <p>Phil – excited about the year of reflection</p>		
H. Adjournment			
	@ 4:12PM		
Next Meeting	Tuesday, October 11, 2016 3-4:30 pm (MCW-312)		