**Student Learning Outcomes Committee**

Agenda

Tuesday, April 9, 2013

3:00– 4:30 p.m.

MCW-312

Attendees: Kathy Scott, Debbie Newcomb, Ty Gardner, Bill Hart, Susan Bricker, Sandy Hajas, Ben Somoza, Jenchi Wu, Lydia Morales, Jaclyn Walker

Minutes: Rachel Marchioni

Handouts- Embedded SLO Assessment Findings, Course to ISLO Mapping, Five Year Rotational Chart, Five Year Rotational Chart Template, Ventura College I/GESLO, Minutes from 3-6-13

1. Call to Order

3:07p.m.

1. Public Comments

None

1. Announcements/Information Items
	1. Update Accreditation

Even though we will not go through accreditation again until 2016, it is important that we have processes in place that will ensure we are compliant when the next visit occurs. At the last ACCJC conference, staff explained that SLO assessments will continue but that we also need to pay sufficient attention to achievement data and institution set standards. In order for these standards to be met, individual programs need to set program goals for themselves. These goals need to be part of Program Review. We have benchmarks that are already established through our Core Indicators.

On its website, ACCJC published a document that looks at each standard from the SLO point of view. Each applicable area is highlighted. We will need to be sure that we are addressing these sections so that when we begin to write the next Self Study and that we have the evidence we need. In this committee is important we report what and when we approved something. These actions should always been noted in our minutes.

* 1. PSLO assessment results posted on-line

As required, results of PSLO assessments are now posted online for students and others to see. With that in mind, it might be important to remind your area that this is public. Anyone can look at make it, so we want to be sure that they are well written. If someone wanted to make a change, we could repost it.

* 1. SLO data from divisions

We went into different divisions across campus to gather feedback about SLOs. It was found that across the disciplines that the Department Chairs were not communicating information regarding SLOs with their departments. There is a disconnect with the information being provided. The faculty often feel overloaded or that this work is meaningless. We need stop looking at SLOs as something we do purely for accreditation compliance reasons.

* + The committee discussed the possibility of creating an SLO communication page on the portal to assist with communication/resources for SLOs.
	1. Reminder of upcoming due dates
		+ 1. 5-year rotational plan due April 15, 2013

Five Year Rotational Plans are currently being turned in via TracDat. The rotational plans can be found on TracDat under Course Assessment Plan. Departments have entered their Five Year plan themselves or they can send them to one of the facilitators if they want them to be reviewed. At the Department Chair meeting on April 23, 2013, chairs and coordinators will be given a list of what has been completed.

* + - 1. PSLO rubrics due May 1, 2013
			2. Any incomplete work by end of semester

Any incomplete work needs to be done.

* 1. Meeting with services regarding 5-year plan and ISUOs

Scott is meeting with all the services to discuss with them the completion of their rotational plans. It should be easier for services to plan because they don’t have all their courses to contend with. Hopefully all the services will have completed this by the end of the summer. Some services, such as the Library, may opt to map to an ISLO instead if they choose. But most services should be doing some sort of satisfaction survey.

1. Action Items
	1. Minutes from March 6, 2013 meeting
		1. Add- Lydia Morales to attendance
		2. Redo minutes from March meeting in a summative format

1. Discussion Items
	1. ISLO tracking in Trac Dat

Previously programs have had a drop down box option for assessing an ISLO. We would now like to change it in TracDat to add the ISLO assessment where the CSLOs are found. That way it is universal between ISLOs, SLOs, and SUOs in the system.

* 1. Committee self-evaluation

The Committee Self- Evaluation will be sent out for review and recommendations. Goals for the committee need to be established during the first meeting of the FY 13/14.

* 1. SLO newsletter

Previously it has been discussed that there is a communication gap between the faculty and department chairs that needs to be resolved. A proposed solution is a SLO Newsletter.

* Include examples of quality improvement
* Include honorable mention – Tania DeClerk, Mayo De La Rocha & Jaclyn Walker (Ty, Susan and Susan responsible)
* Ensure the tone of the letter to be fun and useful
* Tips Section
* Introduce new SLO Facilitator
* Scott will edit the newsletter
1. Other

Andrea Horigan will be the new SLO Facilitator beginning Fall 2013.

1. Adjournment

4:31pm

Established Actions

* 1. SLO Newsletter
		1. To be completed in time for flex week
		2. Responsibilities
			+ Honorable Mention – Ty, Sandy, and Susan
			+ Editing- Kathy
		3. Outline of Newsletter
			+ Introduction of SLO Facilitator- Andrea Horigan
			+ Honorable Mention Section(Honorable Mentions will go to Jaclyn Walker, Tania DeClerk, and Mayo De la Rocha for their work done with International Studies Degree)
			+ SLO Tips Section
	2. Goals for SLO Committee FY 13/14
		1. Will be established the first meeting of the Fall 13’ semester
	3. Committee Self Evaluation
		1. Sandy will send out to the committee to review
	4. TracDat
		1. ISLO section needs to be added where the CSLOs are listed (example ISLO #1)
	5. SLO/Institutional Effectiveness Resources
		1. Make a channel on the portal
	6. ISLO Groups
		1. Ongoing
	7. Minutes
		1. Change format of minutes (summary format of discussion and clear actions needed)
		2. Approval of previous meeting minutes via email after format has been changed