SLO Meeting Minutes

September 11, 2012

3:00 – 4:30 p.m.

MCW-312

Attendees: Susan Bricker, Scott Corbett, Aurora de la Selva, Ty Gardner, Sandy Hajas, Lydia Morales, Debbie Newcomb, Kathy Scott, Ben Somoza, Jaclyn Walker, Jenchi Wu

Minutes: Tricia Bergman

 **I.        Call to Order**

 The meeting was called to order at 3:07 p.m.

**II. Public Comments**

 There were no public comments.

**III. Announcements/Information Items**

 a.      Department Chair Training

Gardner said that some TracDat training occurred during the summer, and that there was going to be a brief review and training on TracDat in today’s meeting. There will be a handout and a complete run through of an entire CSLO initiative, including closing the loop.

Newcomb shared that many of the participants that came to the TracDat training were small groups rather than separate individuals and it was very helpful. The training sessions have been held in one of the computer labs and in the beach, and the sessions have proven to be successful.

K. Scott stated that the accreditation team will be here this fall semester and will be reviewing the institutional and program reviews.

 b.      SLO report for WASC (October)

Gardner said that the most important question on the report addresses the number of courses that have SLOs and if they are being assessed. He said Kathy Scott is writing up the narrative sections and a draft would be going to Sezzi on Monday, 9/17/12. Comments from SLO committee members would be appreciated and valued.

K. Scott said we are trying to go by the rubric for proficiency for SLO’s for 2012 and that it will be sent to committee members.

 c.       Annual SLO Report

Gardner commented on the Annual SLO Report. He said this needs to be done every year and that progress has been made since last year. He said the committee will see that we have made more progress toward the next big step for this term as we get through today’s meeting agenda.

K. Scott said that the committee’s input is important as well and will be going on this report too.

**IV. Action Items**

 a.      The committee reviewed the minutes of the 5/8/12 SLO meeting. Discussion on the three year rotational plan ensued. Following discussion Gardner said more will be discussed on the three-year rotational plan later on in this meeting. Aurora de la Selva motioned to approve the minutes with Bricker seconding the motion. The motion to approve the minutes of the SLO meeting of 5/8/12 passed with two abstentions, Scott Corbett & Lydia Morales, citing they were not part of the committee last year.

**V. Discussion Items:**

 a.    Program level SLOs being assessed fall 2012 (handout)

The Program level SLOs Assessment for fall 2012 was passed out to committee members. Gardner said it shows what is being assessed across the campus and reflects some missing information.

K. Scott addressed that because History and Political Science had just been approved as transfer degrees that they needed to be included on the PSLO handout.

Corbett said it was discussed in the History department meeting and it is in their minutes.

K. Scott pointed out that the transfer degree for Kinesiology is still pending.

 Newcomb said that Criminal Justice has changed their PSLO as well.

Corbett said he would talk to Farzeen Nazri, head of International Studies, about their program.

K. Scott said that these changes occurred this morning and that they came in after the handout was copied.

Walker asked that if a program is listed on the PSLO did that mean that it was a transfer degree or did that mean it was certificated? Gardner responded with a yes - programs have either a degree, transfer degree, or a certificate.

Regarding the Bilingual/Cross-Cultural Studies degree, K. Scott asked who the committee could ask to do the PSLO’s. Walker said she would be able to handle that request.

 b.      ISLOs being assessed in fall 2012 (handout)

Morales shared that she attended the Math department meeting on Monday. She said Alex Kolesnik will send their ISLO rubric to Gardner soon.

Gardner suggested that a binary response of satisfactory/unsatisfactory on the quantitative reasoning rubric is an interesting choice that does a good job focusing attention on the Math department’s continuing effort to increase success rates in their area.

Gardner reminded the committee that we currently have rubrics for written and oral He said there is a list of ISLO assessments that are being done in fall that reflectCommunication.

 c.       ISLO rubrics (handout)

The committee reviewed the handout. Gardner asked for any discussion on the handout.

K. Scott said on several of the forms it looked as if many good discussion items were brought up among the faculty who created the rubrics.

Wu shared that Bob Moskowitz is developing a visual communication rubric similar to the handout.

Gardner said the committee should use these rubrics this term. The rubric can change after we go through assessment and we expect rubrics to be modified. He said that on the web, sample rubrics range from simple to overly complicated. Many of the choices between categories are quite difficult. He said the goal of the committee is to avoid unnecessary complexity. Gardner said that rubrics should be generic enough to work with areas such as photography and architecture as well.

 Newcomb said it needs to be kept generalized.

Gardner asked the committee to accept the ISLO rubrics handout as presented. Corbett so moved and de la Selva seconded the motion. Motion was passed unanimously.

 d.      ISUOs (handout)

 The ISUO handout was passed out.

Gardner said that Bricker had been working on these and asked Bricker to explain them to the committee.

Bricker said she constructed the ISUO to give services broader institutional objectives. , Services are very much involved in creating a learning environment for our students. She said that their group saw two separate environments 1) Learning or Service Environments, and 2) institutional accountability environment.

 e. TracDat update (brief demonstration)

 Gardner and Newcomb gave a demonstration of TracDat in which they entered a CSLO for a course; provided an assessment tool and performance target; entered findings; developed an initiative; and demonstrated how to close the loop by producing a follow-up to the initiative. Lively discussion occurred during the demonstration. Many questions were asked and answered.

 f.  Three-year rotational plans

Gardner asked if there were any comments on the three-year rotational plan. Each department will create its own plan based on parameters and guidelines provided by the Committee.

K. Scott said the three-year rotational plan will be discussed at the next College Forum.

Gardner shared that in spring we will tentatively be looking at ISLOs #3 and #4, which will have a number of rubrics.

K. Scott said that the study skills will be addressed in Item #5.

Morales said academic integrity (i.e. cheating on tests) is another area that needs to be addressed.

K. Scott said that in the program pilots last semester, Child Development used #5 to assess for ethics, as it pertains to the state standards, for children.

Bricker said that the rotational plan is an instructional tool that might be helpful as a cyclical picture (i.e. what comes first, what do we do first, second, third, fourth, etc.) It might be helpful to have that as a picture to show people.

Several comments were made asking whether we should vote on the three-year rotational plan as presented.

Gardner said to bring modifications to the next meeting from your divisions and that the committee will make this a continuing item at the next SLO meeting.

Corbett stated that if there was a consensus from the committee, we would forward the three-year plan on to the academic senate. He also stated that he believes the SLO committee is basically an appendage of the senate as a suggestive body. He suggested that the three-year rotational plan be referred to the academic senate for action and if the senate likes it and approves, then we are done. Discussion followed.

Corbett moved that we forward both the three-year rotational plan and the proposed ISUO’s to the Academic Senate for consideration and possible action. Newcomb seconded the motion. Brief discussion followed with Morales saying she would like to take the three-year rotational plan back to her department for discussion and vote on the three-year plan at the next meeting.

Corbett modified his motion and agreed to not include the three-year rotational plan and just move that the proposed ISUO’s be sent to the Academic Senate for consideration and possible action. The motion passed unanimously.

 g. Mapping and embedding

Gardner said that the programs and departments would be able to schedule CSLO assessments that would work for their department, taking embedding into consideration when possible.

 h.  Meetings with departments and programs (instructional and service)

 Ty and Debbie will continue to work with departments and individuals on SLO work to be done this semester.

**VI. Other**

Jenchi Wu passed out postcards announcing her Gallery Show in the art center. She asked everyone to take a few of the cards and to post them in prominent places in their departments.

 **VII. Adjournment**

 The meeting was adjourned at 4:37 p.m.