SLO Committee Meeting

October 9, 2012

3:00 – 4:30 p.m.

Multidisciplinary Center West (MCW)-312

Minutes: Tricia Bergman

1. **Call to Order**

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

**Attendees:**

Susan Bricker, Registrar

Marlena Brooker, guest of Claudia Peter (masters and nursing program at Dominga Hills)

Scott Corbett – Chair History

Aurora de la Silva – Chair Counseling Department

Ty Gardner – SLO Committee co-chair, Biology Instructor

Sandy Hajas – Supervisor, Learning Resource Center

Rachel Marchioni – Administrative Assistant to Kathy Scott, Dean of Institutional

Effectiveness, English & Learning Resources

Lydia Morales – Instructor, Mathematics

Deborah Newcomb – SLO Committee co-chair, Business Instructor

Claudia Peter – Instructor, Nursing

Ben Somoza – Instructor, Spanish

Kathy Scott – SLO Committee co-chair, Dean of Institutional Effectiveness, English &

 Learning Resources

Jaclyn Walker – Instructor, English

Jenchi Wu – Instructor, Ceramics

**In Absentia:** Peter Sezzi – Academic Senate President, Librarian, Asst. Chair-Language Arts

Patricia Wendt – EAC Counselor/Coordinator

1. **Public Comments**

None

1. **Announcements /Information Items**
2. **SLO Report for WASC** – The report has been updated and sent out to everyone. K. Scott explained that what we’re doing is putting together evidence. These pieces need to be scanned and put into one document by Friday, October 12th. Gardner and Corbett both stated that the list of evidence in the report is impressive.
3. K. Scott shared that we have hired a new Administrative Assistant for the grant, Rachel Marchioni, who will be part of the SLO committee. She thanked her for all the good work she has been doing this year and throughout the Summer months.
4. **WASC Conference Report** – K. Scott shared her experiences from the conference she attended in Costa Mesa last week (October 3rd – 5th). She said there were so many people from many colleges wanting to attend the SLO session about the SLO report that tickets were given out to attendees on a first-come first serve basis. She said that a survey had gone out to all the colleges asking what level on the rubric they would be reporting for themselves. She said 70% reported they were on task at the proficient level as is the case with us. Discussion ensued about the amount of work that our college has done over the last few years. K. Scott reiterated there are no sanctions currently for SLOs, but there are for Program Review. Newcomb shared that working with the faculty has become an easier process as they have accepted the SLO process now and that big progress has been made. Gardner shared that unless you put something into practice it is difficult to assess what needs to be done. K. Scott noted that many of the other colleges at the conference had longer rotational plans for program review and that the ACCJC people were fine with that.
5. **ISUO Update on Senate action status**

Gardner asked if the revised ISLOs (with the new ISUOs) had been to the Academic Senate. Corbett shared that he believed the SLO committee exercise authority to approve SLOs since it affects faculty and that because of that, we could approve it and still send to academic senate as an informational item.

d. **ISLO and PSLO assessments due to department chairs on Dec. 19th**

K. Scott reminded the committee that assessments need to come in before the end of the semester. When an instructor waits too long, then they do not get in until the beginning of the next semester when people are busy. Newcomb said to be sure to turn information in to department chairs so he/she can enter the PSLO and ISLO findings into TracDat as soon as possible. C. Peter said that Nursing is planning to get their faculty together and do their assessment input all at the same time. Gardner said that he and Newcomb would be happy to come and assist with that process to anyone who would like assistance entering their findings. Hajas said that sending out emails to all the department chairs would be a good idea. Gardner said he and Newcomb would be able to train the department chairs on the email feature in TracDat and that faculty teaching the course could be part of that training. Newcomb said that each department should have one person who would be their lead SLO TracDat person. Hajas said she noticed that some divisions are adding people from other departments to enter data. Corbett said his department is doing that, specifically combining history with political science and economics. He believes this is a more efficient process. He suggested that staff should have some type of compensation for this added work time. Hajas said that when she is dealing with faculty on a one-on-one basis it generally takes about ½ hour to learn and enter the information into Trac Dat. Hajas said that we would send out a note sometime in November to department chairs to tell them that she, Newcomb and Gardner are available to assist them with their TracDat assessments and findings and if they had any questions they could call Hajas.

1. **Faculty Assessment form revision**

Newcomb shared that since faculty will still be using a written form for islos, pslos, and cslos, she and Gardner were creating one form for all three assessment. She said this will make it easier for those embedding. K. Scott said it would be good to use the form as many of the faculty are confused about embedding. Newcomb passed around a rough draft of the form she and Gardner are creating. Gardner said that before they put it into practice they will meet with Hajas, K. Scott and David Keebler to ensure the TracDat changes are functional.

1. **Trac Dat training workshops**

Newcomb said the workshops are needed to ensure that the correct courses are in TracDat because we started with a master list that contained everything. Courses that are not being taught anymore should be given to Hajas so she can remove them. She said to only enter data for the courses that are being offered. Discussion followed. Newcomb said that the first thing she tells faculty entering data into TracDat is if they do not foresee a course being offered, it needs to go to Hajas so she can remove it from TracDat. The second thing she tells everyone is to check their CSLOs, as this is the one time to clean up everything. Walker asked when the deadline was for this. K. Scott said after the program review is done she, Newcomb and Gardner will sit down and draft something to the department chairs and that she is aiming for the end of October. K. Scott said Hajas and Marchioni input SLO information over the summer but that it may not be the most recent information. Via text message Sezzi said we can get them in by mid-November. Newcomb reiterated that the process is quick and easy. This semester they are focusing on PSLOs and ISLOs.

1. Entering CSLOs Instructional Handout - Newcomb passed out and discussed the handout.
2. Mapping instructional Handout was reviewed by Newcomb.
3. Email feature in TracDat – Newcomb wanted to let the committee know that this feature does exist in TracDat. She gave a brief description of what it entails. Wu asked additional questions regarding TracDac with Hajas and Newcomb addressing her issues.

**IV. Action Items**

1. Minutes – The minutes of the 9/11/12 SLO Committee meeting will be revised and

 approved at next meeting.

1. ISLO rubrics - K. Scott said the ISLO rubrics were sent to the academic senate. Sezzi said their next meeting was going to be held on Thursday, November 1st. K. Scott said pending Academic Senate approval no action will be taken on this item today.

Gardner asked if the committee was interested in discussing components on the Rubrics. Discussion ensued. K. Scott suggested that the comment, ““as the component is measured” be added to the form for clarity. She noted also that Sezzi wanted to change the wording to change “good” to something clearer. The committee agreed on the term “above satisfactory” as a replacement. The term “below satisfactory” would also be standardized. Gardner said that standardization of terminology on the forms was the goal. He said that he would entertain a motion to accept the changes. Corbett motioned to approve drafts (iii.), (iv). and (v)., subject to further modification. Walker 2nd the motion. Motion passed unanimously.

1. Written communication – approved previously
2. Oral communication – approved previously
3. Visual communication – new additions added
4. Quantitative analysis – new additions added
5. Scientific Analysis – new additions added

**V. Discussion Items**

1. ISLOs being assessed Fall 2012 (handout) – Committee reviewed updated handout.
2. PSLOs being assessed Fall 2012 (handout) – Committee reviewed updated handout.
3. Rotational plans (three year vs other options) (Handouts) - Gardner said that he prepared a 5-year rotational plan to ensure that people will have time to reassess their initiatives. Because there will not be a sense of urgency, people will be able to do a better job with their assessments. It will also create a greater amount of focus and the ability to assess campus-wide initiatives. K. Scott shared that she had discussed this with Calote and that Calote was agreeable to the 5-year plan particularly in light of information from the recent Student Success Conference in Costa Mesa where many prominent colleges (for SLOs) were using rotational plans like this. She shared too that the learning outcomes need to be at the center of program reviews. Gardner said that the CSLO assessments are driving the program reviews. Following discussion, Gardner asked if there was a motion to accept the new 5-year rotational plan as written. Morales motioned and Somoza 2nd the motion. Motion passed unanimously. The 5-year plan will be given to Sezzi to review with Academic Senate. The services will review the ISUOs in relation to the rotational plan and report back at the next meeting.

**VI. Other**

 None

**VII. Adjournment**

 Meeting adjourned at 4:37 p.m.