**VENTURA COLLEGE**

**Minutes of the Student Learning Outcomes Committee**

**Tuesday, October 8th, 2013**

**3:00-4:30pm**

**MCW-312**

**Present:** Debbie Newcomb, Andrea Horigan, Kathy Scott, Sandy Hajas, Ty Gardner, Susan Bricker, Scott Corbett, Claudia Peter, William Hart, Jaclyn Walker, Corey Wendt, Philip Clinton, Chelsea Guillermo Wann, Audrey Edwards

**Absent:** Lydia Matthews Morales, Jeanine Bundy, NedMircetic

**Recorder:** Kathy Scott

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| 1. Called to order | The meeting was called to order at 3:04pm. |  |  |  |
| 1. Public Comments | None |  |  |  |
| 1. Announcements/Information Items | | | | |
| 1. Latest version of all SLO/SUO documents available on VC website | On the conference room screen, Newcomb projected the VC website to show the latest version of the SLO/SUO documents. |  |  |  |
| 1. Rubrics for ISLO #2 to go out in mid-October | It was announced that the rubrics for SLO #2 (Quantitative and Scientific Reasoning) will be distributed via email in mid-October. After some discussion about program review deadlines, a decision was made to send them out slightly later. |  |  |  |
| 1. Discussion Items | | | | |
| 1. Establish a process to ensure that SLO assessments are completed according to the established rotational plan with attention to closing the loop and quality control | Committee goals drafted by the SLO facilitators were presented and discussed. They were accepted with one addition: connecting SLOs with program review. Final committee goals for the year are as follows:   1. Establish a process to ensure that SLO assessments are completed according to the established rotational plan with attention to closing the loop and quality control 2. Make a clear connection between SLO assessments and program review 3. Establish rubrics for ISLOs #3, 4, and 5 and distribute to all departments 4. Coordinate the first ISLO forum on Communication in Spring 2014 |  |  |  |
| 1. Update on status of ISLO forums | K. Scott spoke with Dr. Gillespie about dates for a campus-wide forum to discuss the assessment results for ISLO #1 (Communication). Considering the work people are doing now for program review, it was decided that the spring semester would be a better time. Dr. Gillespie agreed to participate and lead the effort. |  |  |  |
| 1. Report on status of SUO 5-year plans\*^ | Horigan handed out the checklist showing which of the services had completed their SLO five-year rotational plans. The SLO facilitators will contact each of the areas that have not completed their plan and help them to do so. |  |  |  |
| 1. Reports from ISLO rubric subcommittees | ISLO rubric committees reported on their status to the SLO Committee. Hajas, chair of the Information Literacy Committee, reported that their committee had met. Members include Audrey Edwards, Ayanna Gaines, and Jaclyn Walker. They met on Sept. 20 and developed a draft rubric. It was distributed to the SLO Committee along with the sample rubrics from AACU and CSU that were utilized to create ours. Corbett, chair of the ISLO #3 committee for Critical Thinking and Problem Solving, reported that they have not met but have plans to do so and a committee formed. Gardner, chair of the ISLO #5 committee for Person/Community Awareness and Academic/Career Responsibilities, reported that since this ISLO contains numerous components and will involve several rubrics, he is still in the process of forming groups. It is also the last of the ISLOs that will be assessed, so we have the time to consider these groups fully. In regards to Communication (ISLO #1), Walker reported that she is still working with a group to develop a performance rubric. |  |  |  |
| 1. Volunteers for new subcommittees 2. Quality Assurance 3. Newsletter | Newcomb explained the need for volunteers from the SLO Committee to work on two areas: quality assurance and the newsletter. Those volunteering for quality assurance included A. Edwards, K. Scott, C.G Wann, and P. Clinton. Those volunteering for the newsletter included J. Walker, A. Edwards, P.S. Corbett, S. Hajas, and D. Newcomb.  Newcomb distributed a copy of a newsletter she created for her department, Business. It’s entitled “It’s Your Business!” and in it, she provides information about Curriculum updates, the CTE Outlook Survey, a flex week slide entitled “Do we still lecture?” and SLO assessment reminders. |  |  |  |
| 1. How to assist Department Chairs with SLO Assessment data | The SLO Committee discussed the need to continue to interact with department chairs, some of whom are still becoming acclimated to TracDat and need continued assistance with assessments. We need to be clear about the need to reassess after changes/revisions to instruction or curriculum have been made to ensure that the changes have been successful. These reassessments need to be part of the rotational plans. The SLO facilitators will also continue to hold workshops to help department chairs input the data into TracDat. In some cases, department chairs would prefer to have office assistants help input data, but when that occurs, many times the forms are not completed fully and the assistant does not have the information. It would be better it the department chairs themselves input the data. That way all the elements are included. The committee noted the importance of particularly working with the department chairs who have very large areas such as Art and CTE. This item will be revisited, and the SLO facilitators will schedule trainings and updates with the Department Chair Council as appropriate. |  |  |  |
| 1. Required SLO training for new full-time faculty | New full—time faculty go through a full day of training, and this year it was conducted by the Professional Development Committee. The SLO facilitators had the opportunity to meet with the new faculty as part of this training. However, in future years, the SLO facilitators would like to see a greater emphasis/more time on this SLO training. As we are trying to change to an SLO culture, it is crucial that new faculty are on board from the beginning. |  |  |  |
| 1. Action Items | | | | |
| 1. Approval of Minutes September 10th, 2013 | Minutes will be approved at the next meeting. |  |  |  |
| 1. Adjournment | The meeting was adjourned at 4:33pm. |  |  |  |