SLO Committee Meeting Minutes

January 17, 2012

3:00 – 4:00 pm

MCW-312

Attendees: Susan Bricker, Scott Corbett, Aurora de la Selva, Tania DeClerck, Ayanna Gaines, Ty Gardner, Sandy Hajas, Marcos Lupian, David Oliver, Claudia Peter, Kathy Scott, Rick Trevino, Jaclyn Walker, Jeff Weinstein, Patty Wendt,

Guests: Kami Algiers, Ben Somoza

Minutes: Beth Doyle

1. Call to Order

The meeting was called to order at 3:07 pm.

1. Public Comments

There were no public comments.

1. Announcements/Information Items

K. Scott said that we will find out about our WASC status fairly soon.

1. Action Items
2. Approve minutes

After some discussion about DeClerck’s question about Program Level SLOs and whether WASC said to focus on areas that offer degrees and certificates, Walker motioned to approve the 12-13-11 minutes with Trevino seconding, then minutes approved by all of the committee.

1. Discussion Items

* Review revised institutional/GE SLOs

Corbett, Gardner, and K. Scott revised the Institutional Level SLOs based on committee input. K. Scott took them to President Calote, and she also had a few changes. K. Scott handed them out and asked the committee to take a look at them. K. Scott said that part of the Communication SLO was missing the “listening skill” wording that had been in there previously and that it should probably go back in. Gardner asked if anyone had any ideas about rewording the Communication SLO. Discussion took place and Corbett suggested adding “which is facilitated by active listening skills.” after “…..communicates effectively.” DeClerck asked if those who teach GE classes will use these SLOs, and the answer was “yes.” They will serve as both GE and Institutional SLOs. K. Scott said the services would also be dealing with the Institutional Level SLOs. K. Scott asked the committee to take these SLOs back to their divisions and bring input back to the next SLO Committee meeting.

* Status of SLO work to be done from last semester/to do this semester

K. Scott said the documents we received are being uploaded into Sharepoint. Some of the work submitted is really good. There are several that were picked as samples. The ones that are good are the ones where the form is totally filled out and the “closing the loop” question which referred to Spring 2011 is filled in. K. Scott then showed some of the good submissions. K. Scott also mentioned that we are only collecting the course summaries not the individual assessment forms. Algiers asked if perhaps the department chairs should look over the course level assessment summary forms before they are sent to Kathy’s office. Kathy said “yes” the department chairs should be looking at them. K. Scott mentioned that quite a few of the SLOs are coming in without rubrics for the instructional areas.

Oliver asked how things are going with purchasing the tracking software. Kathy said we were funded $20,000 to purchase some kind of software. Oliver then showed an SLO submission form that he had put together.

Some discussion took place about communication/collaboration at the program level. Algiers said that in her area, people seem to like one-on-one conversations rather than as a group. Walker said that the English Department has had a lot of collaboration. Counseling had a lot of collaboration because they have a meeting every week.

K. Scott, Gardner and Corbett revised the course level SLO assessment summary form. K. Scott went over the changes and then asked everyone what they thought. DeClerck asked if the Instructional-level SLOs could be added as a drop-down window on the form.

A document was distributed explaining the SLO process. It is mostly for department chairs as they begin SLO work each semester.

A copy of the email explaining due dates and the formative assessments for this semester was also distributed.

Closing the loop has been problematic. We need to be clearer about what we are looking for.

In future meetings, we need to look at the institutional level SLO rubrics. We also need to look at the College Assessment Plan created by Marin. K. Scott will bring to the next meeting.

We are piloting program-level SLO assessment this semester for programs that have degrees and/or certificates. K. Scott is going to ask Andrea Horigan and Casey Mansfield if they will do it. Gardner said he will talk to the Biology Department to see if they are interested in doing it.

There was a short discussion about the need in the future to create multi-year assessment plans, per program. We will look at once we have decided on a software program.

1. Other – K. Scott reminded everyone that the SLO Committee meetings meet from 3:00 – 4:30 pm (not 3:00 – 4:00).
2. Adjournment­­

The meeting adjourned at 4:15 pm.

The next meeting is February 14, 2012 from 3:00 – 4:30 pm in MCW-312.