SLO Committee Meeting
MINUTES
Thursday, September 27, 2012
1:00pm – 2:30pm
Winlock Lounge

Meeting called to order at 1:07 pm.
Present: Todd Matosic, Mary-Jo Apigo, Anna Chiang, Luis Cordova, Adrienne Foster, Donna Olvera | Guests: Kenneth Taira and Alice Taylor

Agenda Items:

1. Review minutes from prior meeting

The minutes from 8/16/12 were shared. There was clarification that the SLO Exec Committee has evolved into the SLO Workgroup that meets the 1st and 3rd Monday of the month from 1-2 pm in Winlock. The SLO Committee meets the 4th Thursday of the month from 1-2:30 pm in Winlock. The minutes were approved.

An agenda item was added: Committee Membership.
The current membership is on the Agenda, not minutes sheet passed out. We need to add the Curriculum Chair, Judy Chow, a resource member. The SLO Committee is a sub-committee of the Curriculum Committee. We are not a shared governance committee, but a committee of the Academic Senate. Consider adding other representatives from large divisions, such as Behavioral and Social Sciences and a faculty from Student Services.

2. Accreditation Recommendations: Short-term and Long-term Timeline

a. Update on progress

M Apigo shared the 2-dimension timeline. A Taylor recommended revising the timeline to include dates of actions as they occur. For example, conducted workshops on certain dates, when divisions were contacted, when the booklet was developed. Include Matthew Lee’s meetings schedule of interviews.
The SLO Addendum was approved at Curriculum Committee on September 19 and Academic Senate on September 25.

A Chiang noted that Computer Science has submitted ECDs with changes in course title and course objectives. However, these ECDs are still pending and not approved yet. The committee discussed which course objectives to use and agreed upon using the information on the existing, approved course outlines of record.

There was an issued raised for Speech, which is being renamed to Communication Studies. Those outlines are being updated.

b. SLO Course Development Process

SLO Workshops are being held. Yesterday, six courses Language Arts developed course SLOs. It will be shared with faculty at their next Division meeting. In addition, there also may be an emergency Division meeting in Language to review the developed course SLOs. Teams of faculty have been established in Language Arts that will develop course SLOs for all courses.

Faculty dialogue needs take place so that there is input on the course SLOs. At a minimum, this would include the full-time faculty member in the discipline and someone else (for example, faculty teaching in a related area or an adjunct faculty).

T Matosic shared a sample of course SLOs that were developed at the Sept 26 workshop. Faculty reviewed the course objectives for the course and synthesized them into course objectives.

T Matosic and M Apigo are developing course SLO Addendums for faculty who are RSVPing to workshop and will have all SLO Addendums created in the next week. The goal is to get all of the addendums done and prioritizing based on RSVP.
The Curriculum Committee meets the 1st and 3rd Wednesday of the month at 1 pm.

M Apigo discussed the changes to the original version of the Course SLO booklet.

M Apigo shared that a team from West will be presenting an update on accreditations actions to the Board of Trustees’ Institutional Effectiveness committee meeting on Monday, October 1.

c. Assessment of courses
In order to complete an SLO cycle, faculty need to develop course SLOs, assess SLOs, identify changes, and implement them in the Spring. The committee discussed the issue of developing common rubrics. All sections of the same course need to have the same course SLOs. For this process, we are developing course SLOs. Rubrics can be developed by faculty for assessing SLOs. The assessment method of each SLO will be specified on the SLO addendum.

In November, the SLO Committee Co-Chairs will develop training for course SLO assessment and resource booklet.

The course SLO assessment tool will be revise to include course SLOs and corresponding criterion levels.

3. Drafting Accreditation Report
A workgroup and writing pair has been established. The workgroup meets the 1st and 3rd Monday of the month from 1-2pm in Winlock. The SLO Committee Co-Chairs, T Matosic and M Apigo, are the writing pair.

A Taylor recommended: (1) Developing a detailed version of the timeline with actual dates of all meetings; (2) Draft narratives about actions taken and steps. This should include how we have addressed and fixed the issues in the standard.
The Accreditation committee completed a parsing of the recommendations and includes both short and long-term goals. The writing pair should look at parsing and respond to each level of them. Make it holistic.

A Tayor also posed the question of what is the timing of voice of author? She recommends listing what we’ve done and briefly what we plan to do. Write it to the moment that we are. Write it for the college community as an audience; be as direct and comprehensible as possible.

The SLO Co-Chairs will bring the parsing information to the next workgroup meeting.

4. **Review the September SLO Newsletter**
Some feedback: include the names instead of positions to personalize it. Review passive voice and change to active.

T Matosic also highlighted the SLO Hours. Remove the old workshop dates and add new ones.

Add that an electronic version of the newsletter is available on the website. Consider adding an image of “Click here to get to newsletter and booklet.”

5. **Upcoming Event: Student Success Conference**
T Matosic and M Apigo will be attending the 2012 Student Success Conference on Oct 3-5. There is an workshop track dedicated to student learning outcomes.

The meeting adjourned at 2:32 pm.