SLO Committee Meeting

MINUTES

Thursday, January 24, 2013
1:00pm – 2:30pm
Winlock Lounge

Meeting called to order at 1:06 pm.
Present: Todd Matosic, Mary-Jo Apigo, Luis Cordova, Celena Alcala

Agenda Items:

1. **Review minutes from prior meeting**
   The minutes from the SLO Committee on 11/28/12 were distributed and reviewed. A grammatical change was noted on item 3. The minutes were approved with the correction.

2. **SLO Newsletter and Bulletin**
   The Committee discussed revising the timing of the SLO Newsletter. Future newsletters will be published ahead of the publication month. By the beginning of the spring semester, we will distribute the SLO Newsletter for February.

   The SLO newsletter will include information such as the new SLO Leaders: Jan Vanderpool, Grace Chee, and Joy Ogami Avila. The committee also discussed inviting the SLO Leaders to the SLO Committee meetings. A notice for the second round of SLO Leaders and SLO Coach will be sent out shortly and with application due at the end of the first week of the Spring 2013 semester. We have the following openings: 5 SLO Leaders and 1 SLO Coach. The SLO Leaders focus on assisting faculty with completing the SLO cycle, especially SLO assessment and dialogue. The SLO Coach provides an opportunity for dialogue by holding workshops and leading discussions about the SLO cycle and results from assessment.

   Todd Matosic also shared that Division Meetings will be held at the beginning of Spring 2013 that he and the SLO Leaders will support.

   The SLO Bulletin comes out one a semester and focuses on information for faculty on SLOs in general and more specifically, where to put SLOs on their syllabus. The course SLOs developed during Fall 2012 are online for faculty to access. The website was demonstrated [here](http://www.wlac.edu/slo/course_slos.html), L.Cordova also suggested posting rubrics on to the website as well.

3. **SLO Update – Outcomes Development and Assessment**
   On January 22, 2013, 98 courses with course SLOs developed were brought to Senate Exec, acting behalf of the Curriculum Committee. The report was approved. 95% of all courses offered Fall 2012 have course SLOs developed. Approximately 30 courses remain, and those will be brought to the first Curriculum Committee of Spring 2013.
The committee also discussed how to reconcile the outdated SLO information in Section II of ECD. M Apigo is working with K Walton and the District Office to batch upload the SLO Addendums into Section VIII of ECD. The committee recommends, “the District upload the SLO Addendums to Section VIII and change Section II of the ECD template for the SLO directions to read, ‘For the most current course SLO, see the SLO Addendum in Section VIII.” The recommendation will be forwarded to the Curriculum Committee.

The committee also discussed assessment of Fall 2012 courses. Workshops are being offered this month to support faculty who are interested in assessing before the semester begins. Courses should be assessed by the end of February 2013. The committee discussed the varying results of assessment: changes in pedagogy, in curriculum, to the criterion level, to the assessment method, to the SLO itself. Some changes will require Curriculum Committee review and approval, such as adding a pre-requisite or advisory. Other changes will be in the faculty’s control, such as changing pedagogy or revising questions to an embedded exam. We will record and document the types of changes and timelines for implementing.

The Course SLO Assessment Tool new Back to the Basics: SLO Assessment Handbook were also shared. The handbook includes best practices that grew out of discussion at an SLO workshop in January.

4. SLO Accreditation Recommendations and timeline
M Apigo shared the latest version of recommendations 3 and 4 for review and input. The timeline requires that a finished draft is due on Friday, February 1. On January 25, there will be an Accreditation Working Retreat to assist in evaluating the current draft of the follow-up report. We will also be developing an update to the follow-up report to capture the activities and progress that occurs between the printing of the report and the visit.

5. Student Services Update
C Alcala is working with T Matosic on recommendation 4 to provide clarification and examples for documentation and evidence. The online assessment tool for service learning outcomes is still in development. A couple of areas will have their assessments done this month. She will confirm with T Matosic so this can be documented.

6. Administrative Services Update
Sample SAO tools and an SAO supplement was shared from the Business Office. Recommendation 4 also needs information about the progress Administrative Services has made on their service area outcomes.

7. Other Items
The committee discussed the draft Program to Institutional SLOs mapping that is being developed with Matthew Lee. It will be shared with Division Chairs for review and approval. Robust mapping will provide data from course-level assessments for program and institutional SLO assessment.

The meeting adjourned at 2:12 pm.
West Los Angeles College

SLO COMMITTEE MINUTES

SLO Committee
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Mary-Jo Apigo
Celena Alcala
Anna Chang
Luis Cordova
Adrienne Foster
Donna Olvera
Kristina Thomas, Resource
Hansel Tsai
Kathy Walton, Resource

Curriculum Committee
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