SLO Committee Meeting

MINUTES

Monday, October 21, 2013
1:00pm – 2:30pm
Winlock Lounge

Meeting called to order at 1:10 pm.
Present: Mary-Jo Apigo, Luis Cordova, Yervant Boghos, Phyllis Braxton, Norma Barragan, Olga Shewfelt

Agenda Items:

1. **Items from the Floor**

   O Shewfelt asked for clarification on where to find the approved course SLOs to include on syllabi. M Apigo indicated that the course SLOs are located at West's SLO webpage (www.wlac.edu/slo) on the Course SLOs link. This information was shared on the SLO Bulletin and on the email that instructed faculty to submit their syllabi at the beginning of the semester. O Shewfelt suggested sending the information out again.

   N Barragan brought up faculty concerns about confusion and frustration with the SLO process. The committee discussed ways it has revised the cycle to make it more streamlined and user-friendly. The assessment calendars will help make the schedule of assessment clearer and that a course should have a set of course SLOs to assess. N Barragan suggested holding workshops at Division Meetings, which has been done in the past. It was also suggested that the workshops be held in computer labs so it is more hands-on, and faculty can complete assessments during the workshops.

   O Shewfelt shared a copy of Pierce College's assessment form and asked how it aligned with West's assessment form. She suggested reviewing assessment forms from the District Colleges. M Apigo also remarked that the assessment form has been revised annually, and the form itself has a section for faculty to provide feedback on the form, process, and cycle for the SLO Committee to consider.

   O Shewfelt also shared 2009 MOU “Contract Interpretation – Clarification of the Meaning of ‘Participates in the Student Learning Outcomes Assessment Cycle’ on the Faculty Evaluation Form.” She asked that it be posted on the SLO website. M Apigo asked for a signed/approved copy to post.

2. **Review minutes from prior meeting**

   The Committee reviewed the minutes. They will be reviewed for approval at the next meeting when more committee members are present.

3. **SLO Update – Assessment and Development Review**

   M Apigo shared that the process is underway to fill the vacant SLO Coordinator position, in consultation with the Academic Senate President and College President.
SLO Committee
Mary Jo Apigo
Kenytta Baker
Anna Chang
Luis Cordova
Adrienne Foster
Manish Patel
Donna Olvera
Hansel Tsai
Adriana Martinez, Resource
Kathy Walton, Resource

Curriculum Committee
Judy Chow, Chair
Abraha Bahta
Kenytta Baker
Norma Barragan
Carmen Dones
Adrienne Foster, Resource
Gjennai Z. Enciso Givhan
Lartee Harris
Nuala Lincke-Ivic
Todd Matosic
Colleen Matsuhara
Alma Narez-Acosta
Martin Nee
Donna Olvera, Resource
Ashok Patil
Matthew Robertson
Timothy Russell
Joyce Sweeney
Kristina Thomas, Resource
Kathy Walton, Resource

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Norma Barragan, Behavioral & Social Sciences
Vacant, Business
Anna Chang, Computer Science
Melinda Smith, Health & Physical Education
Joyce Sweeney, Humanities & Fine Arts
Holly Bailey-Hofmann, Language Arts
Alma Narez-Acosta, Library & Learning Resources & Counseling
Matt Robertson, Mathematics
Abraha Bahta, Science
Martin Nee, Aviation, Travel, & Hospitality

For course SLO assessment, 62% of courses from Fall 2012 and Spring 2013 have been assessed. M Apigo shared the diagram that N Abu-Ghazaleh distributed at the October 8 Senate meeting. It illustrates that as of October 7, West has completed course SLO assessment for 60% of courses from academic year 2012-2013. With the next cycle underway, we still need to complete assessment for the remaining 40% and start with the assessments for the 2013-2017 cycle.

West is planning for a Fall 2015 Accreditation Comprehensive Self-Evaluation. The draft timeline indicates completing the written report in Spring 2015 for Board review and approval in Summer 2015.

4. Student Services Update
M Apigo will work with P Braxton and Student Services on the status of their SLO assessments. The outcomes are posted on the SLO website.

5. Administrative Services Update
M Apigo will work with H Tsai and Administrative Services on the status of their SLO assessments. The Service Area Outcomes are posted on the SLO website.

6. Questions from the Educational Master Plan Workgroup
M Apigo shared the responses to the following questions from the EMP Workgroup: (1) What are the main implications of the plan, process or standard for West’s Educational Master Plan? and (2) How should the EMP guide these plans and processes, or support the accreditation standards?

The questions were provided to A Taylor (a member of the EMP Workgroup), and M Apigo and A Taylor developed the responses together.

7. Review Institutional SLO and assessment data
M Apigo reviewed the handouts that were provided: West’s current ISLOs; assessment results from the Poster Projects and Graduate Student Survey (2012-2013); and ISLOs from City, Pierce, Harbor, Mission, Trade Tech, and the American Association of Colleges and Universities (AACU). The Committee will review this material for a discussion of reviewing and revising West’s current ISLOs at the next meeting.

8. SLO Roundtable
The Committee will review the committee membership at the next meeting.

The meeting adjourned at 2:35 pm.