SLO Committee Meeting

MINUTES
Wednesday, December 11, 2013
2:00pm – 3:00pm
Winlock Lounge

Meeting called to order at 2:10 pm.
Present: Mary-Jo Apigo, Kenyatta Bakeer, Anna Chiang, Luis Cordova, Hansel Tsai

Agenda Items:

1. Review minutes from prior meetings (9/16 and 10/21/13)
The minutes from September 16 and October 21 were reviewed and approved.

2. Assessments from 2012-2013 Cycle
M Apigo shared the 2012-2013 SLO Assessment Report, which indicates that we are at 69% completed. Last Spring 2013, we were approximately 20% completed, after making so much progress in developing course SLOs. Throughout Fall 2013, we hovered around 50-60%. We are working with Division Chairs and faculty to complete assessments. To date, Allied Health; Dance, Health, and PE; Language Arts; and Personal Development Divisions have completed assessments. M Apigo had a meeting with Humanities and Fine Arts earlier this week to work on completing assessments. She is also meeting with Science and Aviation next week.

A Chiang discussed how she worked with her adjunct faculty to complete assessments. She also recommended adding SLOs as a standing agenda item to Division Meetings to discuss assessment status and results of assessments.

3. SLO Assessment Calendars for 2013-2017 Cycle
The SLO Assessment Calendars are being developed and finalized. M Apigo shared the SLO Assessment Calendars status report that was also distributed to Division Chairs at Divisional Council. In finalizing the calendars, M Apigo emphasizes with faculty:
   1. All of the courses offered in your division are included on the calendar;
   2. You have planned for the development and assessment of additional course SLOs (more than 1 CSLO);
   3. It is a best practice to assess all of the sections of courses that are offered in your Division. Please be sure that the calendar reflects this. Consult the history of courses offered in your division from Fall 2011 to Spring 2013 document.

4. Feedback from West’s SLO Proficiency Report
M Apigo shared the ACCJC Report on College Implementation of SLO Assessment that details the overall report on SLO assessment for ACCJC member institutions. She also distributed the summary of rubric scores for LACCD colleges that have shared them. West’s score is a 3.75 with the
overall average being 3.44. The Feedback Report for West was also distributed. M Apigo reported that the District SLO Advisory Council is discussing college reports and ways colleges are addressing common needs. We are also planning an SLO Coordinators training event in spring 2014. At the next SLO Committee, we will review West’s feedback in detail. We will compare West’s responses with ACCJC expectations and develop action items to address any gaps.

5. **SLO Roundtable**

M Apigo reported on the accreditation timeline that includes a midterm report due in spring 2015 and possibly a follow-up visit in spring 2015. In addition, we will have a self-evaluation report and visit in spring 2016.

Regarding the SLO Coordinator position, we have interviewed and are finalizing the selection process.

We also need to work with Administrative Services to define their cycle of assessment. During the last cycle, there was discussion of refining questions on the Campus Climate Survey, and we will follow-up with the Office of Research & Planning. M Apigo will meet with P Braxton regarding the status of assessment for Student Services.

The committee also revised their meeting dates for the Spring 2014 semester to avoid conflicts with the Curriculum Committee. In spring, we will meet on the fourth Monday of the month from 3:00 – 4:30 pm. The dates are February 24, March 24, and April 28, 2014. The May meeting date coincides with Memorial Day (May 26), so we will reschedule as the date draw near.

At the February 2014 meeting, we will review the committee charge and membership, review the Proficiency Report feedback, and review ISLO assessment.

The meeting adjourned at 3:12 pm.