SLO Committee Meeting

MINUTES

Monday, March 18, 2013
1:00pm – 2:30pm
Winlock Lounge

Meeting called to order at 1:08 pm.
Present: Todd Matosic, Mary-Jo Apigo, Hansel Tsai, Anna Chiang, Nabil Abu-Ghazaleh, Luis Cordova, Grace Chee, Judith-Ann Friedman

Agenda Items:

1. Other Items
   Nabil – Accreditation Follow-up Report visit. Concern about vision/perspective of SLO. Expectation/understanding of course SLOs clearly defined (multiple SLOs 2-4 per each course), disciplines that defined 1 SLO will create additional SLOs and published in course outline of record and then claim to meet the standard. Anything shy of that, commission will question if we have fully met the standard. Multiple SLOs for e/course; use same SLOs in COR, and same in syllabi of all sections of course; regular cycle of assessing across the course so the strengths/weakness of course can be assessed. Show a regular cycle of assessment. Two challenges (1) get this done in the 2 years for federal/ACCJC timeline- starting from July 2012 and (2) depth and understanding of how the SLO cycle is to be applied to training with those who work with SLOs. Not to reach perfection, but reach cycle of continuous improvement.

2. Review minutes from prior meeting
   Minutes from 2/25 and 1/24 were reviewed. Minutes were approved.

3. SLO Update – Outcomes Development and Assessment
   CS – Fall 2012 assessment – almost completed. Need to finish assessments in 5-6 courses.
   Course SLOs – developing additional during assessment. Work with faculty who need to create additional SLOs. Create course SLO connected to course objectives. 13 course SLO addendums needed for Curriculum Committee. 30% course SLO assessments have been submitted (120/405). Sending weekly reports to instructional deans.

4. SLO Leaders Update
   Some faculty don’t understand the urgency of the assessments. Need sense of urgency email from VP or deans. Make clear that adjuncts are required to complete assessment. Developing SLOs – in adjuncts own best interest to help write the SLO since they’ll be assessing it although it’s not required to do so. Ask Olga to send out a reminder or Ken Taira, adjunct issues rep.
   Remind faculty about the urgency of issue and that it’s connected to evaluation. Grace created a template letter on what to bring for assessment when working with faculty (check email from Grace) and click on links. Grace and Anna discussed the value of SLOs in the process and document what you’re doing. It’s what we do and...
formalizing what we do. Focus on why we do it. Show and document what we do. Recognizing faculty work on SLOs. Recognize divisions?

5. Student Services Update
Need to connect with VP Braxton for update on assessment and development and calendar.

6. Administrative Services Update
Campus climate survey results were finalized and emailed to VP of Admin Services. Need to set up a meeting with Ken Takeda and Admin Services managers to follow-up. Need to meet and campus climate survey.

7. SLO Evaluation of the Cycle
Save student work in Etudes. Members worked in pairs or small groups to review the feedback. The committee discussed the following recommendations:


Timeline: define timeline for fall and spring. List deadlines in advance. Access the forms any time during the semester. Get assessment info b/f semester starts (like when model syllabus email goes out) and other instructions to know to expect is and schedule it in as an assignment. Have deadline way in advance. Reiterate to faculty that it’s not necessary to assess at the end; once the assignment is given, you get the data back and can do the assessment right away. Complete assessments in 1 month. Discussion about moving back to 3-semester cycle. Give assessment week 6; complete assessment in week 9.

Resources: Faculty store assessment data in Etudes. Training, samples of SLO assessment tools for division and post, video/online tutorial.

Assessment tool: Instructions are confusing. Why use numbers when we have grades? Include criterion level definition. Not all pre-populated forms were distributed. Shared Dropbox for the campus to house assessment?

Other: More dialogue between faculty who teach same section. More inter/division dialogue. Electronic or online info.

8. Institutional SLO Assessment Results
   a) May 2012 Poster Project
   b) June 2012 Graduate Survey
Tabled to next meeting.

9. SLO Symposium – April 2013
Save the date for April 12 featuring guest speaker Bob Pacheco.

The meeting adjourned at 2:42 pm.