SLO Committee Meeting

MINUTES

Monday, September 16, 2013
1:00pm – 2:30pm
Winlock Lounge

Meeting called to order at 1:06 pm.
Present: Todd Matusic, Mary-Jo Apigo, Adrienne Foster, Hansel Tsai, Adriana Martinez, Manish Patel, Kenyatta Bakeer, Anna Chiang

Agenda Items:

1. Review minutes from prior meeting
   The Committee reviewed and approved the minutes from 7/15/13.

2. SLO Update – Assessment and Development Review
   T Matosic and M Apigo shared the reports related to SLO development and assessment. For SLO development, there are 16 courses that need course SLOs to be developed. T Matosic offered that course outlines are missing for many of these courses, so that has made course SLO development slower because we don't have the course objectives. The committee discussed recommending a deadline with Curriculum Committee to complete SLO development work.

   For course SLO assessment, 54% of courses from Fall 2012 and Spring 2013 have been assessed. T Matosic and M Apigo are working with Division Chairs to request faculty names of those needing to complete assessment. There are also SLO Facilitators calling faculty to provide assistance. In addition, T Matosic is meeting with Divisions, like Behavioral and Social Sciences.

   The Committee further discussed that assessment is not going away just because we’re accredited now. It's continuous improvement and necessary. There is a feeling of lessening of urgency with the past deadline of July 29, 2013. Should there be a new drop-dead date established? If assessments are not completed, what is that tied to? Perhaps faculty are missing student work and cannot submit assessments? However, student work is required to be kept for 1 year.

   The Committee also discussed ways to get the word out, which could include a message from the VP and President to faculty with sense of urgency. Recommend a drop-dead deadline. Perhaps a message in conjunction from Union and Senate. Need a mandate from a supervisor; it is difficult to enforce from colleagues.

   T Matosic and M Apigo will also schedule workshops in conjunction with Division and Division meetings. Ask Office of Instruction Deans to hold a special meeting with Division Chairs and faculty who need to complete assessment. Require those who need to do the work, and invite those who have already completed to give support.
The Committee also discussed connecting assessment with Accreditation – show what is done and not done and the repercussions of not doing work. Put the completion percentage up front (score). Perhaps submit report percentage by division. Perhaps connect completion (or non completion) to Program Reviews and FPIPs. Consider motivating people by showing people how late they are: 30 days, 60 days, 90 days with the percentage so far.

3. ISLOs

16 faculty completed 102 rubrics at the Poster Project session last May 2013. From last showcase in 2012, there were a large number of “not applicable” marks in Civic Responsibility and Cultural Diversity. The Committee revised the Rubrics to provide clarifying directions. Responses for those areas have improved.

At the next SLO Committee, we will review ISLOs from other campuses and bring data from ISLO assessment results. The Committee discussed perhaps adding a Global ISLO. T Matosic will ask District SLO Coordinators the process for developing ISLOs. Perhaps some current ISLOs can be grouped, like Critical Responsibility and Technical Competence.

K Bakeer suggested presenting the ISLOs with the classes who are participating in the Student Showcase. K Bakeer will bring the suggestion to the Poster Project Showcase meeting on Wednesday. M Patel suggested asking the participating faculty to rate their own students with the rubrics as a comparison group from the other faculty raters.

H T sai asked if we have seen any Admin Services/operations-related ISLOs for Service Area Outcomes to connect with. T Matosic will ask District SLO Coordinators.

4. SLOs in the Classroom

T Matosic shared the materials from the Flex Day breakout session related to raising student awareness of SLOs. He also discussed the Student Survey on SLOs. He will also be emailing the information out to the faculty so that everyone has access to the information.

K Bakeer discussed perhaps printing out the course SLOs and posting it in her classroom. This would help reinforce SLOs and remind students.

M Apigo shared K Quitshau's pilot project where she is being filmed talking about SLOs with her class and a few students will be interviewed on their understanding and awareness of SLOs.

The Committee discussed developing suggestions for faculty on ways to raise awareness of SLOs in the classroom.

5. Review SLO Mapping and Chair Calendar Grid

Allied Health has some disciplines that need to develop assessment calendars. Humanities and the Language courses need to develop assessment calendars. The Science and Applied Technology Divisions also
need to develop calendars. The assessment calendars are for assessments that begin on Fall 2013 and start our 4-year cycle. The completed calendars are being reviewed to be sure all course offerings are included and all course SLOs developed are included. For new courses, course SLOs will be developed and they will be added to the calendars.

M Patel asked questions about adding new courses to the calendar and/or changing a course within the 4-year period.

6. **New Electronic SLO Assessment Tool**

M Apigo shared the electronic SLO assessment tool that was noticed at the last Senate Executive meeting. The new form will be completed with the Adobe Reader. The form will be used for all 4 phases of assessment and can take attachments of student work and rubrics. The process will streamline assessments and allow reports to be produced and shared.

Use the previous tool for the assessment needed from last academic year: Fall 2012 and Spring 2013. For new course SLO assessments starting this Fall 2013, the new Adobe form will be used. The motion to approve the form will be entertained at the next Senate meeting on September 24.

7. **District Summit**

T Matosic shared the Agenda for the District Summit on Friday, September 20. Today is the deadline to submit names for those interested in attending. There are breakout sessions focused on accreditation and SLO assessment.

8. **SLO Roundtable**

A Foster reminded us to send the recommendation to Jane Witucki from the Committee in July's action. Another representative from Computer Science was added: Manish Patel. Either Anna or Manish will attend meetings.

The meeting adjourned at 2:34 pm.