SLO Committee Meeting
MINUTES
Monday, October 27, 2014
3:00pm – 4:30 pm
Winlock Lounge

The meeting called to order at 3:03 pm.

Present: Luis Cordova, SLO Coordinator; Mary-Jo Apigo, Dean of Teaching & Learning; Jason Coleman, Applied Technology/Travel; Adrienne Foster, Academic Senate; Rachelle Okawa, Language Arts; Michael Ghebreab, Science; Kenyatta Bakeer, Child Development; Hansel Tsai, Admin Services; Elise Forier Edie, Theater; Anne Winter, Humanities; Ken Lin, Library

1. Review minutes from prior meetings
   The minutes from 9/22/14 were reviewed and approved as amended with corrected dates below.

   The SLO Committee recommends, “Divisions that have not completed SLO assessment calendars by October 10, 2014 will not have a winter 2015 session course allocation.”

   The SLO Committee recommends, “Whereas when assessments are due when grades are due, therefore ‘Disciplines that have not completed assessments scheduled for Fall 2014 by January 6 (grades are due), 2015 will not have a summer 2015 session course allocation.”

2. Data Reports: SLO Assessment for 2014-2014 Cycle

   L Cordova shared the latest report. We are working hard with divisions to improve the progress. We have met with all divisions except for Allied Health, Applied Tech, Business, Dance, Health, & PE, and Science. We are meeting with Science in December. We are at 51% for Fall 2013; 41% for Spring 2014.

   We want to increase these numbers and need faculty participation. All SLO assessment calendars are completed except for Hospitality and Travel.

   The Assistant Research Analyst is expanding the report to include section-level reporting and number of SLOs assessed. The new report should be available by next week in time for Divisional Council.

3. SLO Database Update

   The SLO workgroup called colleges using eLumen and TracDat for feedback on using the systems. We are requesting sandboxes for both systems to test both systems. We have a noticed motion for action for Senate: Recommends adoption of an SLO database from one of the two options: eLumen and TracDat.

   The motion will be voted on at the Senate meeting on November 25.
4. **Addendum review process, curriculum link, adding changes to SLO master spreadsheet**

Changes to course SLOs will be reported on SLO Addendums. The SLO Coordinator reviews and approves course SLO in the COR in ECD; however it is not linked to the master course SLO spreadsheet. The SLO facilitators are not made up of subject-matter experts and relies on the faculty experts. The SLO Coordinator will review for SLOs completeness, assessment method, and criterion level.

The District-wide COR was reviewed at the Curriculum Committee today with action on the COR fields in CurricuNet.

The SLO Facilitator and Dean of Teaching & Learning will meet with the Curriculum Committee Chair to review the SLO Addendum process and bring it back to the SLO Committee.

5. **2 motions discussion**

The motions were discussed at the SLO Facilitators meetings and Academic Senate. There was some concern, suggestions, and support. The recommendations bring to light the critical nature of progress on assessment.

The SLO committee agreed to withdraw the motion regarding SLO calendars since the last one (Hospitality and Travel) should be done tomorrow morning.

The committee discussed the substitute motion. The SLO reports to Division Chairs will share who has (and has not) submitted assessments. A Foster brought up the question about dealing with SLO non-participation to the Area C meeting of State Senate and recommended it be connected to faculty evaluation. M Apigo pointed out that offering a course that has not been assessed may mean that we offering a course that doesn’t meet the standard of student learning we have set out on the course SLO.

A Winter and E Edie discussed the need for more awareness among adjuncts’ contractual obligation to complete SLO assessment work. The committee recommended sending emails and putting information in mailboxes. L Cordova will develop an informational flyer for distribution.

The SLO Committee discussed the details about number of sections for assessment and what is due. It has been a best practice to submit assessments for as many sections possible. The Committee discussed assessment for all sections offered. SLO assessment work will be only a part of the culture if all faculty are participating sections.

The committee recommends that “**All full-time and part-time faculty must assess every section of the course they teach based on the assessment calendar, reference Article 19 in the CBA.**” Motion was approved and will be forwarded to the Senate.

The committee discussed having accountability for assessment work. The committee voted on the substitute motion on the next page.
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A substitute recommendation was made, “If a full-time or part-time faculty member does not complete his/her contractual assessment work by the scheduled due date, an evaluation process pursuant to the AFT collective bargaining agreement will be put into effect by the appropriate body.” Motion passed. The motion will be brought to the Senate meeting tomorrow.

A Foster recommends meeting with the AFT Chapter Chair for further consultation.

6. Institutional SLO Assessment – Poster Showcase
We tabled this for the next meeting.

7. Divisions workshop update
This is going very well. We have met with Math, Behavioral and Social Sciences, Computer Science, Humanities and Fine Arts, Learning Skills, and Student Services. We will meet with Allied Health, Applied Tech, Business, Dance, Health, and PE, and Science. The committee discussed that having the SLO facilitators present was helpful.

8. SLO Listserv
L Cordova shared the learning outcomes listserv that is a resource managed by the Research & Planning Group and encouraged the committee to join. Interested members can contact M Apigo for information on how to join the listserv.

9. SLO Roundtable / Recommendations / Actions
L Cordova is attending the District SLO Advisory Council on Thursday and will report back. M Apigo shared the October 2014 SLO Newsletter.

The meeting ended at 4:34 pm.