SLO Committee Meeting
MINUTES
Monday, Feb 24, 2014
3:00pm – 4:30pm
Winlock Lounge

Meeting called to order at 3:00 pm.

Present: Yervant Boghos, Allied Health; Luis Cordova, SLO Coordinator; Adriana Martinez, Articulation; Hansel Tsai, Administrative Services; Ogami, Joy, Dental; Alice Taylor, Accreditation; Jennifer Ortiz, English/ Language Arts; Jason Coleman, Applied Technology/ Travel; Anna Chiang, CSIT; Michael Goltermann, Student Services

1. Review minutes from prior meetings
The minutes from December 11 were reviewed and approved.

2. SLO Newsletter
   a. Reviewed current SLO newsletter.
   b. Goals and timelines were suggested to be added to the newsletter. Also, we should provide a sample calendar so that faculty knows what the stages are and who should be involved (or flow chart of calendar to assessment).
   c. There are still a lot of faculty who are unsure of the process.

3. Assessments from 2012-13 Cycle
   a) 114 courses (22%) have not completed the SLO assessment tool for 12-13 cycle. The first step to this process is to develop a student learning outcome and then develop an assessment tool.
   b) A. Taylor believes that developing an assessment tool for a course that has already concluded is not appropriate. L. Cordova stated that he was able to do this with the learning skills courses; however, this might not be as easy to obtain data for other courses.
   c) A. Taylor believes that 78% is a good enough completion for the year.
   d) J. Coleman does not know where to start due to the fact that he has not taught the courses he was assigned to.
   e) Chairs may provide L. Cordova office hours for the faculty working on these assessments and meet with L. Cordova individually.

4. SLO Assessment Calendars for 2013-17 Cycle
   a) Calendars are meant to outline the assessment schedule for each course. There are a large amount of Calendars pending finalization. It is imperative for chairs to complete the calendars in order to assess this semester, identify those assessed last semester, and begin dialogue.
   b) Each student learning outcome should be scheduled for assessment.
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Kenyatta Bakeer
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
Norma Barragan
Carmen Dones
Adrienne Foster, Resource
Gjenni Z. Enciso Givhan
Lartee Harris
Nuala Lincke-Ivic
Todd Matsotic
Colleen Matsuhara
Alma Narez-Acosta
Martin Nee
Donna Olvera, Resource
Anna Chiang
Matthew Robertson
Timothy Russell
Joyce Sweeney
Kristina Thomas, Resource
Kathy Walton, Resource

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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

SLO Committee CO-Chair and SLO coordinator
SLO co-chair and dean of teaching and learning
Division Chair or Alternate representation member
Area Deans
Student Services Representative
Administrative Representative
Curriculum Committee Chair

West Los Angeles College

SLO COMMITTEE MINUTES

| c) | L. Cordova will meet with the department chairs to discuss these issues. The deadline to complete SLO calendars is March 11th. |
| d) | Are part-time faculty required to work on SLO Phase 2 (dialogue)? Some departments only have part time instructors, who might not be working the following semester and not be able to do the dialogue. Assessment of all SLOs from part time faculty is not possible if not working. |
| e) | A suggestion: we can assess one SLO based on a midterm and dialogue at the end. |
| f) | Some departments are missing SLOs and are only completing partial requirements. L. Cordova asked committee members to bring back to their departments. |
| g) | M. Goltermann stated that student services areas are currently in the process of assessing their SLOs. By the end of this semester, they will complete their assessment from last Fall and report it to the SLO committee. Student Services have 6 student learning outcomes. |
| h) | In Administrative Services, the assessment is done and is based on the climate survey. |
| i) | A. Chiang found in her assessment that only 60% of her students completed the course and the assessment; however, the students who did assess the end reached over 80% for the criteria level. We did not see what happened with those who did not assess. **There was talk about modifying the tool to encompass assessment of all students in order to relay the entire student success and retention picture. There was suggestion to place this item on the next agenda.** |
| j) | Are we evaluating achievement (success) or should we be also be looking at retention? Who actually took the assessment? This is something that needs to be revisited. (What is the story of those students who were not assessed?). |

5. SLO Committee Charge and Membership.

a) To avoid confusion, a suggestion was to remove the name of service level outcomes.

b) ***Recommend to curriculum to remove service level outcomes and replace with service area outcomes.***
   i. Under Committee Membership, it was recommended not to include names, only title.
   ii. It was recommended to have one representative from each division and imperative for chairs to be part of this campus-wide effort.
6. Roundtable

a. Work with division to ensure the correct SLO is posted on the syllabus. There are a large percentage of syllabi that have the wrong SLO posted. Instead, a course objective is listed as the SLO. Visit SLO website for the approved SLO.

b. Ensure there are at least two SLOs per course.

c. L. Cordova will identify those courses with only one SLO and contact the division chairs.

d. SLO hours are on Monday from 3-5pm and Thursdays 12-2pm in GC280L.

e. A. Taylor presented a flyer that was sent out today; the next newsletter will be sent out in March. This is to educate faculty on the connection accreditation and student learning outcomes.