SLO Committee Meeting

MINUTES
Monday, September 22, 2014
3:00pm – 4:30 pm
Winlock Lounge

The meeting called to order at 3:05 pm.

Present: Luis Cordova, SLO Coordinator; Mary-Jo Apigo, Dean of Teaching & Learning; Joy Ogami, Dental Hygiene; Jason Coleman; Applied Technology/ Travel; Manish Patel, CSIT; A Taylor, Accreditation; Katy Kelley, Child Development Center; Adrienne Foster, Academic Senate; Rachelle Okawa, Language Arts; Michael Ghebreab, Science; Linda Alexander, Language Arts; Jane Witucki, Dance, Health, & PE; Lucy Rizo, ASO; Kenyatta Bakeer, Child Development; Matt Robertson, Math

1. Review minutes from prior meetings
The minutes from 5/19/14 were reviewed and approved.

2. SLO Database Demos and Transition Plan
A workgroup reviewed seven SLO database systems over the summer: eLumen, Strategic Planning Online (SPOL), TaskStream, TK20, Tracdat, WEAVE, and the homegrown system at Mission College. The workshop included members of the SLO Committee, staff from the Office of Research and Planning and InfoTech. Mary Apigo shared the completed rubric that was used to review the databases. After review, the workgroup narrowed down the databases to eLumen and TracDat.

Another demo is scheduled for September 30 for faculty to view both systems. Luis Cordova invited all members to attend to provide input from a faculty perspective. Following the faculty demo, the SLO committee will recommend one system; the recommendation will be noticed at Senate on Oct 14 with action on Oct 28. The SLO Committee will vote for the recommendation via email during the first week in Oct. After recommendation and adoption, we will develop a transition plan moving the paper system to the online system. We plan to have some areas of the campus using the system by Spring 2015.

J Witucki shared an action item that was just approved at the Curriculum Committee. Regarding posting all of the DL attachments and SLO Addendums on the campus website, not on the COR through ECD. CSLOs will be posted online at the new SLO database, and that link can be posted in the COR.

3. Data Reports
L Cordova shared the report for the Fall 2013-2014 academic year submitted assessments. For Fall 2013, 74 courses were scheduled to be assessed. 32 of the 74 have submitted assessments (43%). For Spring 2014, 68 assessments were scheduled; of the 68, 13 were submitted (19%). Several assessments were submitted for courses that were not scheduled. In a future report, we will create a list similar to the 2012-13 cycle to include faculty members identified to submit an assessment once the SLO calendars are completed.
L Cordova stressed that if you are representing your division, please work with your faculty to inform of the progress. It is important to have multiple bodies sharing this information.

The committee discussed some reasons as to why assessments were not scheduled. The motion to have assessments submitted when grades are due was approved by the Senate. We have six SLO facilitators in place to assist the faculty. The SLO Coordinator will work more closely with the instructional deans and with division chairs to share information.

The committee revisited the recommendation that failed at Senate: The SLO Committee recommends, “Divisions that are not up-to-date in their SLO assessment work (completed assessment calendar and completed assessments) by November 2014 will not have a winter session course allocation.”

The committee discussed two recommendations to emphasize the importance of assessment.

The SLO Committee recommends, “Divisions that have not completed SLO assessment calendars by October 10, 2014 will not have a winter 2014 session course allocation.” J Coleman moved the motion. M Patel seconded the motion. The committee approved the motion by consensus; the motion will be forwarded to the Academic Senate.

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), 2014 will not have a summer 2015 session course allocation.” J Coleman moved the motion. J Ogami seconded the motion. The committee approved the motion by consensus; the motion will be forwarded to the Academic Senate.

L Cordova asked how can we incentive SLO assessment completion. A Foster indicated that it is a contractual obligation; conducting assessment is part of the faculty assignment. The committee also discussed having a discussion at Divisional Council on how to address faculty who are not participating in SLO assessment.

4. Institutional SLO Assessment – Poster Showcase
The data from the past 3 years of ISLO assessment was distributed. The agenda item was moved to the next SLO meeting on Oct 27.

5. Addendums
For Communication Studies, SLO #2 were reviewed at the committee. The SLO Committee approved by consensus the Communication Studies CSLOs.

For Travel, new SLOs were approved for new Travel courses. Some were already approved through the COR in Curriculum Committee. The SLO Committee approved by consensus the Travel CSLOs.

For future review, L Cordova will email the CSLO Addendum in advance of the meeting. The process will be spelled out for the campus to formalize the process.
The committee discussed the purpose of the Course SLOs review and approval so that it is in sync with the Curriculum approval process. The SLO Facilitators and SLO Coordinator will review and discuss the CSLOs. The SLO Coordinator will send the CSLOs to the SLO Committee via email as informational items.

The SLO Coordinator and Facilitators will use the checklist for the Course SLOs developed in the SLO Course SLO Handbook.

6. Assessments from 2012-2013 Cycle
We are currently at 90%. We will discuss this further in the SLO Facilitators meeting.

7. SLO Assessment for 2013-2014 Cycle
This agenda items was discussed in item 3.

8. SLO Assessment Calendars for 2013-2017 Cycle
There are about 5 areas that need to finish calendars: Allied Health, Travel and Hospitality, AJ & Corrections, Child Development, History, Political Sciences, Psychology, ESL, Learning Skills, Education, and Library. The completed calendars are posted online on the resources page of the SLO website.

9. Division Workshop
We are conducting hands-on workshops with all Divisions. The meeting schedule is in the SLO Newsletter. We want to work with each division with the phases and completing outstanding assessments.

10. SLO Roundtable / Recommendations / Actions
L Cordova shared the latest SLO newsletter.

The meeting ended at 4:36 pm.