SLO Committee Meeting  
MINUTES  
Monday, April 27, 2015  
3:00pm – 4:30 pm  
Winlock Lounge  

The meeting called to order at 3:09 pm.  

Present: Luis Cordova, SLO Coordinator; Mary-Jo Apigo, Dean of Teaching & Learning; Jason Coleman; Applied Technology/Travel; Rachelle Okawa, Language Arts; Sandra Lew, Westside Extension; Anne Winter, Humanities & Fine Arts; Manish Patel, Computer Science; Katy Kelley, Child Development Center; Hansel Tsai, Admin Services  

Guests: Alice Taylor, Accreditation Steering Committee; Olga Shewfelt, AFT Chapter Chair  

1. Review minutes from prior meetings  
The minutes from 3/23/15 were reviewed and approved with a minor correction.  

2. New Data Reports: SLO Assessment for Fall 2013, Spring 2014, Fall 2014, and Spring 2015  
L Cordova shared the latest report for Fall 2013, Spring 2014, Fall 2014, and Spring 2015. The report outlines the assessment progress as of April 15. At the beginning of May, reminder memos from the Instructional Deans will be sent to faculty who have overdue assessments. Pending assessments will be due May 28.  

M Apigo is meeting with Division Chairs to adjust the assessment calendars based on the following areas: (1) courses indicated on the assessment calendars, but were not offered and (2) the number course SLOs do not accurately reflect the CSLOs developed.  

K Kelley commented that TracDat will help streamline the process by providing regular updates and a clear picture of what is due and when.  

L Cordova worked with C Helf in the Distance Learning Office to create online video walkthrough on Phase 1 and Phase 2 of the Assessment Tool. The videos are posted on the SLO webpage and were announced in the SLO Newsletter.  

A Winter noted that Humanities and Fine Arts held a Division meeting in April. She indicated that she would reach out to the Division Chair and schedule another meeting for next month.  

3. SLO TracDat Update  
M Apigo indicated that the Board Date for approval is May 13. We are scheduling a pre-implementation phone call with TracDat next.  

4. AFT Request: Extension of Submission Deadline (O Shewfelt)  
L Cordova noted that current deadline for SLO assessments is when grades are due. This motion was approved by the Senate. He referenced the discussion at the AFT meeting last week and introduced O Shewfelt, who was representing the faculty concerns from the AFT meeting.
O Shewfelt discussed the increasing requirements for faculty and confirmed that we need to do this work. She referenced the CBA, Appendix C on page 193, Professional Contribution – 9, “For all faculty: Participates in the SLO assessment cycle; for classroom faculty includes SLOs on course syllabi.” She requested to extend deadline to create an atmosphere that we need to do our work, but not with a threat. She suggested extending the deadline to the first day of the following semester. For example, for assessments due in Spring 2015, the deadline would be the first day of the Fall 2015 semester.

L Cordova brought up the issue of faculty working during Winter and Summer sessions, when they are not contractually obligated to work. A Taylor asked what if an adjunct faculty has an assessment due and is not teaching in the next semester. O Shewfelt responded that it is not the majority of cases. She suggested keeping the deadline for when grades are due, but allow submissions until next semester. J Coleman remarked that the SLO phases have allowed for more time: one semester to submit assessment data and one semester for dialogue.

The committee discussed a possible loss of momentum and participation in moving the deadline to the following semester. The committee decided to continue the discussion at another meeting.

5. Addendums to approve / addendum changes?
L Cordova shared three course SLOs that were approved by the Chair; they are brand new, non-credit courses: Basic Skills 27CE and 34CE. English 127 also has an SLO Addendum.

Motion: Approve the SLO Addendums pending the inclusion of Course Objectives and CSLO, PSLO, and ISLO mapping. Motion passed.

The committee discussed the process of SLO Addendums and ECDs and how to include the SLO Addendum into the COR, per Accreditation requirements and that changes to the SLOs are changes to the course, which would cause a COR change.

Motion: All changes to course SLOs need to go through the Course Outline of Record Update Process. Motion passed.

M Apigo shared three handouts: (1) the list of ACCJC Standards that A Taylor has identified the SLO Committee as the primary committee; (2) Claims and Evidence for Standards I.B.2, II.A.3, and II.A.11 that M Apigo started; (3) Evidence for II.B.1 that A Winter started.

A Taylor discussed the example provided by M Apigo and how claims and evidence are documented. A Taylor recommended the process she shared with the Curriculum Committee: meet in pairs and look at 1-2 standards together to brainstorm and document how we meet the standards. She will assign committee members to the standards with a link to a chart of claims and evidence. This is due to Alice on May 18 before the next SLO Committee meeting. We are welcome to change which evidence we are working on. The next Accreditation Workshop is May 11 at 2 pm in a CE lab.
7. **Institutional SLO Assessment – Poster Showcase**  
   L Cordova will call an SLO facilitator meeting to finalize details.

8. **SLO Symposium Planning**  
   L Cordova will call an SLO facilitator meeting to finalize details.

9. **Next Division workshops**  
   A Winter will reach out to the Humanities and Fine Arts Division Chair to schedule another workshop in May.

10. **Memos**  
    At the beginning of May, reminder memos will be sent from the Instructional Deans to faculty who have overdue assessments. Overdue assessments will be due at the end of May.

11. **SLO Roundtable / Recommendations / Actions**  
    The May committee meeting date was changed because it conflicts with the Memorial Day Holiday. The May meeting is scheduled for May 18 at 3 pm.

   The meeting ended at 4:43 pm.