HFA Division Meeting Dec 9 2013

Attending: Michael Arata, Joyce Sweeney, Norma Jacinto, Alice Taylor, Jan Pieffer, Kevin Considine, Laura Peterson, Rick Mayock, Kevin Huotari.

Guests: Celena Alcala, Mary Jo Apigo, and Barbara Pena.

Mary Jo Apigo presents the proper method in filling out SLO assessment forms to faculty who are still having a difficult time understanding the form requirements. Also presenting the new form for the 2013/14 assessment period highlighting the differences in the forms

1. Correcting SLO submissions that have been overlooked from last year’s cycle.
2. New Slo forms handed out and discussed. This cycle due in January. Faculty required to fill out only side one of the form.
3. Changes in 3rd semester and new forms.
4. Design a calendar to be certain courses offered every other semester are assessed.
5. Answer specific questions and clear up misunderstandings in filling out assessment forms.
6. Explain the planned SLO calendar.
7. Send all missing assessments to Mary Jo Apigo.