SLO Workgroup Meeting

MINTUES

Monday, November 5, 2012
1:00 pm – 2:00pm
Winlock Lounge

Meeting called to order at 1:07 pm.
Present: Todd Matosic, Mary-Jo Apigo, Celena Alcala
Guests: Alice Taylor, Matthew Lee

1. Review minutes from last meeting
On the Oct 15 minutes, C Alcala noted that LACCD campus will most likely be undergoing accreditation on the same timeline. However, it has not been officially announced. The minutes were approved with this change.

2. Timeline for Recommendation Drafts
M Apigo shared the timeline for reviewing and providing feedback between the workgroup and A Taylor.

A Taylor reported updates to the timeline. All the preliminary drafts will be posted on November 20 to the Accreditation website. Academic Senate meets on November 27 for discussion and feedback. A Taylor will post full drafts on November 30 to the Accreditation website.

On November 6, A Taylor will send draft 1 of recommendation 4 to the SLO Workgroup for input and feedback. C Alcala will bring the draft of Recommendation 4 to the Student Services’ Deans’ meeting on Wednesday, Nov 7 at 9:30 am.

3. Recommendation 3 - Draft
Members of the SLO Workgroup will send feedback to A Taylor by tomorrow.

M Lee also gave some feedback. He indicated that there might be too much history and suggested condensing the information. He also suggested paying attention to tone and approach in teams’ reception of message, which is we’ve been working on SLOs for a while, we had a systematic approach, executed it, and it turned out what we didn’t need to be doing. We are changing course, moving forward, and correcting the issue. We want to avoid sounding defensive; keep tone as a matter of fact and not open to
interpretation of being defensive and denying the problem.

The draft should demonstrate completion of the cycle: implementation of improvements; hammer on the fact that improvements that don't require another formal change in the COR will be implemented in spring 2013. Any changes that are required for COR should be implemented in fall 2013.

4. SLO Update and Progress
119 course SLO Addendums submitted at Curriculum on October 17. 46 were submitted at the Oct 31 meeting. Currently approximately 75 course are ready for the November 14 Curriculum Committee meeting. T Matsusic is projecting 150 course SLO addendums for the November 14 Curriculum Committee meeting.

Assessment is the next phase for the cycle. A handbook will be developed and published for assessment basics.

T Matsusic described the process that faculty are using for developing course SLOs.

a. SLO Newsletter
A latest SLO Newsletter was shared. It includes a table that is a timeline of actions to meet the accreditation recommendations and for proficiency.

b. Report from SLO Consultant
The SLO Report was shared with the workgroup and SLO Committee. M Lee was available at the meeting to answer any questions about the report.

5. Student Services Update
C Alcala reported that all departments have developed draft service level outcomes and will share with T Matsusic for review. A table for capturing the service level outcome and assessments is being developed.

C Alcala discussed the timing for assessment of service level outcomes in the Program Review instrument. The new service level outcomes have not yet been assessed, but will be during late November to mid January. However, these assessments cannot be reported on in Program Review for the deadline of November 19.
A firm calendar of assessments and when they will be finished should be developed and included in Program Review.

6. Administrative Services Update
T Matosic has had a couple of meetings with Administrative Services managers and awaiting receiving draft outcome statements and assessment methods. T Matosic advised them to develop outcomes that make their processes more effective. M Lee will join in the next meeting with the Administrative Services group.

Adjournment at 2:08 p.m.