

SLO WORKGROUP MINUTES

SLO Work Group

Todd Matosic
Mary-Jo Apigo
Anna Chiang
Luis Cordova
Celena Alcalá

SLO Committee

Todd Matosic
Mary-Jo Apigo
Celena Alcalá
Anna Chiang
Luis Cordova
Adrienne Foster
Donna Olvera
Kathy Walton, Resource
Kristina Thomas, Resource

Curriculum Committee

Adrienne Foster, Chair
Abraha Bahta
Kenyatta Bakeer
Norma Barragan
Carmen Dones
Gjenai Z. Enciso Givhan
Nikki Jacobson
Nuala Lincke-Ivic
Todd Matosic
Colleen Matsuhara
Alma Narez-Acosta
Martin Nee
Donna Olvera
Ashok Patil
Matthew Robertson
Timothy Russell
Joyce Sweeney
Kristina Thomas
Kathy Walton

Academic Senate
Senate Executive Board

Adrienne Foster, President
Judy Chow, Vice President
Clare Norris, Secretary
Yvonne Simone, Treasurer

Senators At-Large

Bonnie Blustein
Fran Leonard
Corey Williams
Helen Young
Ken Lin
Marguet Miller
Marcus Butler

District Senators

Timothy Russell

Adjunct Faculty Senators

Pat Morris
Francine Zexter

Division Representatives

Carmen Dones, Allied Health
Norma Barragan, Behavioral & Social Sciences
Nikki Mehrpoo Jacobson, Business
Anna Chiang, Computer Science
Melinda Smith, Health & Physical Education
Joyce Sweeney, Humanities & Fine Arts
Holly Bailey-Hofmann, Language Arts
Alma Narez-Acosta, Library & Learning Resources & Counseling
William Bucher, Mathematics
Abraha Bahta, Science
Martin Nee, Aviation, Travel, & Hospitality

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 Alcalá

Guests: Alice Taylor, Matthew Lee

1. Review minutes from last meeting

On the Oct 15 minutes, C Alcalá 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 Alcalá 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

SLO Committee meets the 4th Thursday of the month from 1-2:30 pm in Winlock

SLO Workgroup meets the 1st and 3rd Monday of the month from 1-2pm in Winlock

WEST: A gateway to success for every student

West Los Angeles College provides a transformative educational experience.



**SLO WORKGROUP MINUTES****SLO Work Group**

Todd Matosic  
Mary-Jo Apigo  
Anna Chiang  
Luis Cordova  
Celena Alcalá

**SLO Committee**

Todd Matosic  
Mary-Jo Apigo  
Celena Alcalá  
Anna Chiang  
Luis Cordova  
Adrienne Foster  
Donna Olvera  
Kathy Walton, Resource  
Kristina Thomas, Resource

**Curriculum Committee**

Adrienne Foster, Chair  
Abraha Bahta  
Kenyatta Bakeer  
Norma Barragan  
Carmen Dones  
Gjenaii Z. Enciso Givhan  
Nikki Jacobson  
Nualla Lincke-Ivic  
Todd Matosic  
Colleen Matsuhara  
Alma Narez-Acosta  
Martin Nee  
Donna Olvera  
Ashok Patil  
Matthew Robertson  
Timothy Russell  
Joyce Sweeney  
Kristina Thomas  
Kathy Walton

**Academic Senate****Senate Executive Board**

Adrienne Foster, President  
Judy Chow, Vice President  
Clare Norris, Secretary  
Yvonne Simone, Treasurer

**Senators At-Large**

Bonnie Blustein  
Fran Leonard  
Corey Williams  
Helen Young  
Ken Lin  
Margaret Miller  
Marcus Butler

**District Senators**

Timothy Russell

**Adjunct Faculty Senators**

Pat Morris  
Francine Zexter

**Division Representatives**

Carmen Dones, Allied Health  
Norma Barragan, Behavioral & Social Sciences  
Nikki Mehrpoo Jacobson, Business  
Anna Chiang, Computer Science  
Melinda Smith, Health & Physical Education  
Joyce Sweeney, Humanities & Fine Arts  
Holly Bailey-Hofmann, Language Arts  
Alma Narez-Acosta, Library & Learning Resources & Counseling  
William Bucher, Mathematics  
Abraha Bahta, Science  
Martin Nee, Aviation, Travel, & Hospitality

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 Matosic 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 Matosic 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 Alcalá reported that all departments have developed draft service level outcomes and will share with T Matosic for review. A table for capturing the service level outcome and assessments is being developed.

C Alcalá 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.

**SLO Committee meets the 4<sup>th</sup> Thursday of the month from 1-2:30 pm in Winlock**

**SLO Workgroup meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month from 1-2pm in Winlock**

*WEST: A gateway to success for every student*

*West Los Angeles College provides a transformative educational experience.*



## SLO WORKGROUP MINUTES

### SLO Work Group

Todd Matosic  
Mary-Jo Apigo  
Anna Chiang  
Luis Cordova  
Celena Alcalá

### SLO Committee

Todd Matosic  
Mary-Jo Apigo  
Celena Alcalá  
Anna Chiang  
Luis Cordova  
Adrienne Foster  
Donna Olvera  
Kathy Walton, Resource  
Kristina Thomas, Resource

### Curriculum Committee

Adrienne Foster, Chair  
Abraha Bahta  
Kenyatta Bakeer  
Norma Barragan  
Carmen Dones  
Gjenai Z. Enciso Givhan  
Nikki Jacobson  
Nuala Lincke-Ivic  
Todd Matosic  
Colleen Matsuhara  
Alma Narez-Acosta  
Martin Nee  
Donna Olvera  
Ashok Patil  
Matthew Robertson  
Timothy Russell  
Joyce Sweeney  
Kristina Thomas  
Kathy Walton

### Academic Senate

#### Senate Executive Board

Adrienne Foster, President  
Judy Chow, Vice President  
Clare Norris, Secretary  
Yvonne Simone, Treasurer

#### Senators At-Large

Bonnie Blustein  
Fran Leonard  
Corey Williams  
Helen Young  
Ken Lin  
Marguet Miller  
Marcus Butler

#### District Senators

Timothy Russell

#### Adjunct Faculty Senators

Pat Morris  
Francine Zexter

#### Division Representatives

Carmen Dones, Allied Health  
Norma Barragan, Behavioral  
& Social Sciences  
Nikki Mehrpoo Jacobson,  
Business  
Anna Chiang, Computer  
Science  
Melinda Smith, Health &  
Physical Education  
Joyce Sweeney, Humanities  
& Fine Arts  
Holly Bailey-Hofmann,  
Language Arts  
Alma Narez-Acosta, Library &  
Learning Resources &  
Counseling  
William Bucher, Mathematics  
Abraha Bahta, Science  
Martin Nee, Aviation, Travel,  
& Hospitality

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.

SLO Committee meets the 4<sup>th</sup> Thursday of the month from 1-2:30 pm in Winlock  
SLO Workgroup meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month from 1-2pm in Winlock

WEST: A gateway to success for every student

West Los Angeles College provides a transformative educational experience.

