



**2017-2018  
REVIEW, REFLECT, RESET  
MINUTES  
Tuesday, November 7, 2017  
3:30 to 5:00 PM – MCW 312  
Approved 1/9/18 Mtg**

**Present: No sign-in sheet available**

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)
<b>1. Call to Order</b>		
<ul style="list-style-type: none"> <li>Review/Approve Minutes from October 10, 2017</li> </ul>	Meeting called to order at 3:35pm. No changes to October 10 minutes or November 7 agenda.	
<b>2. Phase One: Review, Reflect, Reset Packets</b>		
<ul style="list-style-type: none"> <li>Workshop and Office Hour Recap</li> <li>Submitted and Non-submitted Packets</li> <li>Storage</li> </ul>	<p>Weekly workshops offered for dept chairs/coordinators, as well as blocks of open-hour time. Offered service unit workshop on Friday during in-service time. SLO Facilitators were pleased with turnout and questions asked during the workshops.</p> <p>Nathan displayed updated progress sheet of which disciplines turned in phase 1 packets. Deadline was Oct 31. There were some miscommunications related to forms going out and coming in. Overall, the SLO facilitators were pleased with the number of disciplines who returned their packets.</p> <p>Once all forms are received, those will be stored in the Tracdat document area. The verification forms will be stored physically in the IEE office. This will allow disciplines to view their information as they are working on phase 2.</p>	
<b>3. Packet Review Process and Distribution</b>		
	Process for distributing packets to the COG members for the COG review	

	<p>was discussed. COG members will be assigned packets from areas other than their own, and will review packets to make sure that Bloom's verbs are appropriate, and that SLO's for each course are unique. This will likely be an hour's worth of work for each COG member outside of our scheduled COG meeting times.</p> <p>SLO Facilitators will distribute packets to COG members by Wednesday, November 15, and the committee will have until December 11 to return them to SLO Facilitators.</p>	
<b>4. Updated/New SLO's and Curriculum – Where we are . . .</b>		
	<p>SLO Facilitators will meet with Michael Bowen and Michael Callahan to discuss process for fast-tracking SLO changes through curriculum that result from the Review, Reflect, Reset Phase 1.</p> <p>Nan asked who would enter SLO's into Tracdat once they are approved in Curricunet. Once they are approved and entered in Curricunet, SLO Facilitators or IEE staff will update SLO's into Tracdat. Dept Chairs would then have access to update assessment results and closing the loop.</p> <p>Discussed how the phase 1 process has gone. Overall, COG members indicated that the process went well and that they had good discussions in their areas about their SLOs/SUOs.</p>	
<b>5. Upcoming COG Workshops</b>		
<ul style="list-style-type: none"> <li>Wednesday, December 13 (12 to 2 PM) – Bring Your Data Day</li> </ul>	Bring your Data Day on December 13.	
<b>H. Adjournment</b>		
	<p>Bill Hart indicated that he has been on this committee for five years and that this committee has done more to advance the process more than any other committee on campus.</p> <p>Meeting adjourned at 4:04pm.</p>	