SLO Meeting Minutes

April 10, 2012

3:00 – 4:30 pm

MCW-312

Attendees: Ty Gardner, Sandy Hajas, Christopher Lara-Cruz, Lydia Matthews-Morales, Corinna McKoy, Deborah Newcomb, Kelly Peinado (for Jaclyn Walker), Claudia Peter, Kathy Scott, Ben Somoza, Patty Wendt

Minutes: Beth Doyle

1. Call to Order

The meeting was called to order at 3:04 pm.

1. Public Comments

There weren’t any public comments.

1. Announcements/Information Items

Scott introduced the student representative, Christopher Lara-Cruz, the current ASVC President. Scott said he has been an exceptionally good President, and he has asked a lot of good, important questions.

1. Department Chair Training

Scott reported that she and Gardner are going to the department chair meeting at the end of April to discuss program and institutional level assessments and to answer any SLO questions.

In the fall we need to conduct instructional level and program level SLO assessments.

Scott handed out some information from ACCJC that she just received about the reporting requirements for Fall. We have 7 sections to address, all requiring narrative, evidence, and documentation.

Scott asked the committee how things were going with the SLO assessments in the departments and programs this semester.

Newcomb said she is assessing a one-course program. They are doing a course-level SLO on Ethics which ties into a Program-level SLO and tying that into the Instructional level SLOs.

Scott said they have been struggling with whether the PSLO and ISLO assessment forms should be on separate forms. Newcomb said it would be nice if they were on one form with two results columns. Gardner said we could mock up a form.

Gardner said we need to use our current forms to set up the forms in TracDat.

Scott suggested that the college evaluate one Institutional level SLO each semester.

Discussion took place about measuring Institutional level SLOs.

Gardner said there will be SLO forums in the Fall.

C. Peter asked how many common ISLOs we have (need clarification here). Scott said she is going to work on that in the summer.

Gardner said there has to be at least three: written, oral, and visual.

1. Action Items
2. Minutes

March 19, 2012 meeting

Peinado motioned to approve the minutes with Matthews-Morales seconding, then minutes approved by all of the committee.

1. Revised SLO forms for Program and Institutional SLO assessments

Scott handed out the forms and discussion took place. Scott said she didn’t know if the forms had to be an action item because they are going to go away after TracDat is implemented.

Gardner suggested it should be determined whether or not we add or remove check boxes.

Scott said the committee members should take the forms back to their divisions and have the departments look at the fields and determine whether they want to remove or add fields. The committee members should bring the information back to the next SLO committee meeting.

Wendt asked if there is going to be a revised SUO assessment form and K. Scott said yes.

Scott said she will do it and send out.

1. Discussion Items
2. Timeline for Fall

Scott doesn’t have the complete timeline compiled yet. Scott said the pilots can be used as our evidence and faculty can be given the rest of the semester to finish. There will be a simplified version of Program Review taking place in the first part of the Fall semester. After Program Review takes place, the requests for resources go to various campus committees and then back to College Planning Council.

Scott stated that the Planning Parameters will be going to the College Planning Council at the next meeting.

C. Peter asked if program and institutional assessments can be embedded into course assessments. Scott replied yes but that we need to document that all are being done. One assessment may be sufficient, but they may need to be evaluated using different rubrics. Gardener said that the program-level SLOs will need, in some ways, to be separate.

1. TracDat update

The requisition for the purchase of the TracDat software is going to the May Board meeting. Trainings will be set up once the purchase is approved.

1. Mapping project for this semester

Scott handed out some mapping examples. Scott stated that either she or Ty Gardner will meet with the department chairs before the end of the semester to do the mapping exercise.

Gardner reported that he met with the Physics department this morning, and they mapped directly to the Institutional level SLOs because they don’t have a degree. The Physics department chair asked if they needed to map to all of the Institutional level SLOs or to the ones they are actually doing. Gardner said they map to the ones that make sense.

Scott said most of the services will map to ISLSO #5.

Scott said she hopes that over the summer the mapping will be put into TracDat.

1. Pilots of program level SLO assessments

This was discussed earlier in the meeting.

1. Multi-year assessment plan

Gardner handed out a draft rotational plan. We are alternating between two-year cycles. Discussion took place about the handout. Gardner said we want to have some kind of a break if people are doing their work, but he can’t make any promises this will happen. Gardner asked if anyone had any issues with the two-year cycles.

Gardner also reported that TracDac should be able to track the rotational cycle for everyone.

1. Ty Gardner – communications with department chairs

Gardner reported that he and Scott are going to the department chair meeting at the end of April. They will both be meeting with various departments to do the mapping.

1. Other
2. Adjournment

The meeting adjourned at 4:01 pm.