

**VENTURA COLLEGE**  
**Student Learning Outcome Committee**  
**Tuesday, April 14<sup>th</sup>, 2015**  
**3:00pm-4:30pm**  
**MCW-312**

**Present:** Debbie Newcomb, Andrea Horigan, Claudia Peter, P. Scott Corbett, Rachel Marchioni, Jack Bennett, Corey Wendt, Ryan Petitfils, Ayanna Gaines.  
 Guest: Vandana Gavaskar

**Recorder:** Rachel Marchioni

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Called to Order				
B. Public Comments				
C. Announcements/Information Items				
1. SLO division updates from committee members	No division comments			
2. ISLO Forum (March 10 <sup>th</sup> , 2015) Evaluation*	There was positive feedback from those who attended the ISLO Forum, especially about our presenters. The attendance was poor and we need to work on recruitment strategies for next year.			
3. Report on TracDat training for Department Chairs	There were three different TracDat training days offered to faculty. Emails were sent and we used the word "required" to help increase attendance. Two trainings were originally planned to be offered and a third was added on to accommodate schedules. Most department chairs gave compliments about the training after they learned how to use the software correctly. Only three			

	department chairs have not met with us. Service leads will be trained at a later time. Trying to get on the agenda of the deans meeting, to hand out the "naughty list" on departments, so they can take action within their own division. Naughty list has not been shared yet because department chairs are still working on their areas in TracDat. There is confusion with the rotational plan and what to do about courses that were cut.			
4. Update on TracDat progress	Included above.			
5. Possible changes to committee	<p>From the Making Decisions document, we will recommend moving SLOC as a shared governance but not under Academic Senate. If it stays as is, students and services can't vote. Members next year must be sure that they understand SLOs, because it is more than likely they will be contacted by the accreditation team. Will provide training if needed. Horigan and Newcomb will be overseeing SLO accreditation standards.</p> <p>Membership at large needs to be discussed for next year, so Hart can be on the committee (go to Academic Senate). We need every area of the college represented. Ex-officio members are allowed for their expertise (non-voting).</p>	Send recommendations to Academic Senate	Next AS Meeting	Horigan
D. Old Business				
1. ISLO #5	<p>Gardner isn't here. Wendt suggests subcommittee needs to have regular meetings scheduled. We need to set a deadline for the next workgroup meeting.</p> <p>If we are no longer under Academic Senate, will not have to submit rubrics for approval.</p>	Set deadline for next workgroup meeting.	Fall 2015	Committee Chair for 2015-2016

2. Revision of Quality Assurance Work Plan for 2015	Newcomb- had to change the first four dates for the plan. It took a while to get buy-in for department chair training. Service units training can't take place until they decide how often they will assess services (up to Patrick).			
3. Plan for goals 1 & 2	Newcomb and Peters worked on SLO Committee Goals for FY 14/15. Will continue discussion with department chairs on closing the loop. Presenting at department chair meetings has prompted DC to take action on inputting their SLOs. Accreditation randomly picks what departments they look at. Need a plan for goal number one. Eight bullets- do one at each meeting (rotational plan). Quality Assurance – next year give each member some to follow up on. Want to get the committee involved. Speak with Patrick about FLEX week next Fall. Mapping assignments to SLOs so people stop thinking they have to do something new. Trying to get on the agenda (Mandatory Flex Day).			

E. New Business

1. SUO Forum	Need to do an ISUO forum in the Fall semester. We do not want to treat services differently. (October)			
2. Committee self-evaluation	Will use the old questions. One survey to committee members and one survey out to all faculty. If you have any comments or questions please let us know. Rachel-send out surveys	Revise surveys then send both out	May 2015	Newcomb & Marchioni

F. Action Items

1. Performance target for ISLOs	If we aren't using the same ISLO performance target, then we can't compare. We need to vote on what it should be. Only six people voted on this question at the forum. The communication target was not true in our			
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	<p>student's performance. Student's cannot write but are still meeting the ISLO target. If we start at 70%, once we hit cycle two we can increase target. Departments need to get together and decide what a 70% is, share papers with others across discipline.</p> <p>CSUCI – Shell for assignments used (called Signature Assignments) and then you make it fit whatever content fits in that shell.</p> <p>Committee voted for 70% to be the performance target for ISLOs – Corbett moves to approve and Woods seconds it.</p>			
<p>2. Approval of Minutes (February 10<sup>th</sup>, 2015)</p>	<p>Horigan moves to approve and Newcomb seconds it.</p>			
<p>3. Approval of Minutes (March 10<sup>th</sup>, 2015)</p>	<p>Horigan moves to approve and Corbett seconds it.</p>			