SLOOG Minutes, April 6, 2011, 9:00 – 10:30, LRC-114

Attendees: Dave Oliver, Sandy Hajas, Peter Sezzi, Ty Gardner, Scott Corbett, Kathy Scott

1. Progress Report

Scott's emails demonstrate that he has been communicating actively with his assigned department chairs. Even as of this morning, he has been reminding them of the steps needed to complete the process this semester. He has scheduled two training sessions for faculty next week.

Ty has two scheduled meetings for faculty on SLO work. He has had questions about whether or not curriculum can be changed based on SLO work. In cases where there are versions of programs (i.e. Engineering), there may be slight differences in what program level SLOs are met. One faculty member was concerned about being able to request resources for something that has not yet been assessed. In some cases, an SLO may not even be able to be assessed because of certain resource needs (i.e. equipment). We noted that resources can still be requested even if a particular SLO was not assessed.

Ty has also been contact with all of his department chairs. Generally, forms are coming in although there are some faculty members who are not participating.

Sandy has had several department chairs contacting and working with her as well.

It appears that faculty members go to whomever works well with them, and that's fine.

We need reflection on the parts of faculty regarding instruction even if they have met their performance goal. That will need to be clarified in future iterations of this process.

Comments form one faculty member: the more the forms are standardized, the more the faculty will be able to understand the process. We do need to refine the language to make things clearer for faculty (based on input from other faculty members), but we don't want to make any significant changes. We understand the faculty member's point.

After all the discussion about formative, summative, etc., that clarification may need to go on the form.

Our committee will work over the summer to reflect back on the entire process.

We will send out a survey monkey before the end of the semester. We will use the information to make modifications.

We will have them complete it May 2 - 9.

Sandy and Kathy will create a draft and send to the committee electronically.

Scott and Ty will meet with each dean during the week of May 9 to review the work that has been submitted for their division.

2. Course-level SLOs

Numerous departments have changed their course-level SLOs and we are concerned that we don't have the correct ones at this point. Course level SLOs are on SharePoint, but we do not think that the information is completely accurate.

We need a continued message about the need to provide updated course-level SLOs to Sandy or to SharePoint.

We need to ensure that we have accurate information linked to the mapping on the SLO webpage. Links to the departments' webpages are also needed.

It would be very helpful if one faculty member per department were in charge of keeping track of the course-level SLOs and any changes.

We may want to consider having faculty put their course-level SLOs on the course level summary form. Then we could check to see if they had changed.

It would also be helpful if they were on CurricuNET as well (i.e. for new faculty). In any event, we need one place.

The course-level SLOs might become a database item in David Keebler's work.

3. SharePoint

Users are continually having to ask faculty to put in their password repeatedly. Could it be accessed through the portal? David O. will ask Ramiro to put it on the ATAC agenda (IT at the district). There are problems toggling as well between SharePoint and other programs. Faculty are very frustrated with it.

4. Tracking completed forms

We need an inventory of what's come in, what's due, etc. Sandy, Ty, and Scott need access to the form created by Dave O. previously. Department chairs and deans need to know as well so that they can talk to faculty who should have turned in these documents.

5. Faculty perception

At faculty request, Robin made clear in one of her updates that faculty will not be evaluated on their performance but that faculty who are expected to participate.

SLOs are a snapshot of student learning. They are not a snapshot of instructor performance or effectiveness.

6.   Document

We need a short write-up of the training that Scott/Ty have done for faculty to post on the website. Ty and Scott will provide to Sandy.

7.   Flex Week – Ty and Scott offer 1-2 sessions for faculty to be walked through SLO.

Dave O. will present a workshop on SharePoint.

Peter suggested that we involve Gigi.   He noted also that the thematic approach to flex week works very well (i.e. last time for technology).

At the mandatory flex day, faculty need to select the SLOs they are going to assess and decide whether they will be done formatively, summatively, or both. Scott and Ty will do a formative and a summative schedule. For faculty who decide to do summative, the final report will need to be in the first day of the spring semester. There are three self-assigned flex days in which they can be finished if necessary.

8.   Dean responsibilities – need to be sure each dean is following up with regards to each course. They need to start by asking department chairs.

9.   Committee appointments – we need to get committees staffed this semester for fall – SLO and Planning Committee (for program review) especially. We again discussed April 29 and will talk to Robin about getting it scheduled. Robin will also speak about the process this semester.

10.   Kathy will write a preliminary final report by April 29; addendum will be done later to incorporate changes since some of the forms, etc. will be coming in after finals.