SLOOG Minutes of 2/9/11 Meeting, 9:00 a.m., LRC-114

Attendees: Kathy Scott, David Oliver, Ty Gardner, Sandy Hajas, Scott Corbett, Peter Sezzi, Gwendolyn Huddleston

1. Update on work with department chairs/departments

Ty has met with Engineering, Chemistry, and Voc. He has meetings scheduled with Biology and Math. Emails are out to other groups, and he plans to either attend department meetings or work with faculty in the block schedules he has provided – whatever is most appropriate. Some groups (i.e. Anthrolopogy) feel that they understand the process sufficiently from the Department Chair Council to work on their own – and they will notify Ty if they have questions.

Scott has met with English, History, Athletics, Foreign Language, and A & R. He has a meeting scheduled with Business. He needs to follow up with CJ and ESL (Kathy noted that she has worked with ESL preliminarily).

Gwendolyn noted that Art and Music are working independently. Scott will follow up with them.

The group noted that we need to be clear on who is working independently (and doing well on their own) and who may need assistance. We agreed that a chart needs to be developed to help us track progress with each department. Dave O. agreed to create it and work with Scott/Ty. The deans will need to become involved when the departments are behind schedule. We also want to be able to track who has finished their work on schedule. Our progress needs to be posted on the website.

We also noted the possible need to assist department chairs in tracking individual forms that need to be submitted, especially since some faculty members teach several preps. Dave volunteered to help with this effort as well.

We discussed again the need to advise faculty that SLOs and rubrics can both be revised at any point.

2. Timelines

We agreed that we need checkpoints along the way to make sure that we meet the March 31 deadlines for SLOs assessment. The checkpoints need to include the following faculty decisions: what SLOs will be assessed this semester, what the performance level goals will be, and what rubrics have been agreed upon.

As Ty and Scott continue to work with faculty, they will make clear that additional steps are forthcoming. The steps include program level summary forms and program mapping of courses.

Sandy will need timeframes for the website, and Dave will need them for SharePoint.

The committee decided upon the following dates:

STAGE I:

By February 18, faculty need to meet to select course-level SLOs to assess this semester, verify/revise rubrics, and decide upon levels of performance. These earliest deadlines are marked by an * on the individual faculty form.

(We agreed that our committee should attend the February Department Chair Council to allow Q & A from department chairs and facilitators). Kathy to schedule with Ramiro.

March 11 – individual faculty SLO forms will be due to department chairs

Spring Break – March 11 – 18.

March 18 – 30 – departments need to meet and complete course level summary forms

March 31 – Course level SLO forms are due to Sandy.

We will ensure that the faculty receive these dates as quickly as possible through email, SharePoint, and the website.

STAGE II:

March 22 – Our committee will go into the Department Chair Council to discuss the program SLO summary form and program mapping

Drafts of the preliminary program SLO summary forms, mapping forms, and mapping instructions are done. We will need to review them at the next meeting for any additional revisions prior to the March Department Chair Council. The program summary forms will need to be connected with work being done on new program review forms.

Dave will put both the SLO summary forms and the mapping form onto SharePoint when we are ready.

April 22 – Program review summary forms and mapping forms due.

April 29 – Our final report will need to be done/ Kathy to write. We want it done prior to Robin's Campus Form that day. Our SLO work could be a topic at that forum.

At our meeting, we decided upon a level of compliance we are trying to achieve. The group will track our performance against our own goal.

3) SERVICES UPDATE

Kathy reported that in addition to Department Chair Council meetings, meetings have also been held with representatives of Student Service and Academic Support Services: EOPS, EAC, Counseling, A & R, Matriculation, Tutoring, SI, Beach (computer lab), Reading/Writing Center. A subsequent meeting has

been scheduled with the various areas under Business Services (IT, Food Services, Financial, Facilities, Off Campus Programs) in addition to MESA, the Child Development Center, and Distance Ed.

4) WASC Conference

Kathy and Gwendolyn attended the WASC training on Student Learning and reported on some of the major ideas presented at the conference, including the following:

- We should be doing formative assessments at the course level. While course completion, degrees, and other summative data is significant, we also need to be proving that students are learning.
- If evidence (e.g. assessment tools) are clearly embedded into courses – e.g. into syllabi, we do not need to collect separately.
- Employers have been very specific (in research studies) about the skills they are looking for (and often find lacking) in the workplace : #1 Writing and speaking skills, #2 Critical thinking skills. Kathy and Sandy will put the charts and information on the SLO website.
- There are also well-researched high impact strategies that help improve retention, persistence, success, and student learning.   Some of these include capstone projects, writing-intensive courses, collaborative assignments, and learning communities.

5) SharePoint Update

One page instructions have been written and are now available. Sandy will put in the Toolkit and Dave will provide it to Scott and Ty in addition to making it available on SharePoint.

Dave has organized the data so that each department chair has access to his/her SLOs, program-level SLOS, and other documents.

Discipline folders (e.g. Chemistry) will include course folders (e.g. CHEM V01, etc.). Rubrics need to be put into folders as well.

6) Flex Day

The group noted that on Flex Day and during flex workshops (August), we need to talk about SLOs, how to make the process work more efficiently, etc. We will also need to make revisions based on our process this semester.

7) Toolkit

Sandy will have the Toolkit up within a couple of days; Peter will take it again to the Senate for approval.