**VENTURA COLLEGE**

**Minutes of the Student Learning Outcomes Committee**

**Tuesday, January 14, 2014**

**3:00-4:30pm**

**MCW-312**

**Present:** Debbie Newcomb, Andrea Horigan, Sandy Hajas, Claudia Peters, Scott Corbett, Jenchi Wu, Corey Wendt, Bill Hart, Amanda Enfield

**Absent:** Kathy Scott, Ty Gardner, Lydia Matthews, Philip Clinton, Ned Mircetic, Audrey Edwards, Chelsea Guillermo-Wann

**Recorder:** Rachel Marchioni

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| 1. Call to Order | Called to Order by Newcomb at 3:10 PM |  |  |  |
| 1. Public Comments | None |  |  |  |
| 1. Announcements/Information Items | | | | |
| 1. Fall 2013 accomplishments 2. Set goals for 2013-2014 3. Published first edition of SLO newsletter 4. Held two SLO workshops (“Bring Your Data Days”) | Newcomb shares for the records the great things the SLO Committee accomplished in the Fall 2013 semester. Goals were established and edited for 2013-2014; the first edition of the SLO Newsletter was published and distributed and the next edition is in the works; and two SLO workshops of “Bring Your Data Days” where facilitators assisted faculty with inputting their assessments into TracDat. |  |  |  |
| 1. Status of SUO rotational plans | Horigan reports that whiles working with the services on their rotational plans there are still two areas that have yet to finish. Newcomb shares that in the near future communication will take place with area deans to ensure accountability for the areas that are non-compliant. |  |  |  |
| 1. SLO Division updates from committee members | At the previous meeting committee members were asked to report out on SLOs on behalf of their departments. This meeting however no departments had any updates to share. Newcomb shares that there has been some confusion reported out about the Individual SLO Forms versus the Summary Form. |  |  |  |
| 1. Discussion Items | | | | |
| 1. Reports from Subcommittees 2. Rubrics 3. Critical Thinking & Problem Solving 4. Information Literacy 5. Newsletter 6. Quality Assurance | Subcommittees have been working very hard on creating these rubrics. The committee reviews the rubrics and makes suggestions before approval so rubrics can be forwarded to the Academic Senate for approval.   1. Rubrics   The rubrics are reviewed and discussed and several suggestions are made for changes including typos and wordage. It is suggested the wordage on all ISLO rubrics be standardized and that scale goes from good to bad (left to right). Discussion of four components versus three components utilized on rubrics are debated. Standardized headings will be: Exceeds Expectations, Meets Expectations, Does Not Meet Expectations.  Off the agenda discussions: Performance Communication Rubric is discussed in comparison of the necessity of four component scale. Wu suggestions getting rid of the “Excellent” scale. Other faculty suggests the words good and fair are the same and an adequate replacement should be made.   1. Newsletter   Hajas shares that the first SLO Newsletter was released in the fall with the help of Jaclyn Walker and Audrey Edwards. The second edition is currently in the works and they would like input from the committee.   1. c. Quality Assurance   See 2a. |  |  |  |
| 1. Plan for working on committee goals 2. Goal #1 (SLO process) 3. Standardized tool for collecting SLO data from Department Chairs 4. Review of units in TracDat 5. Goal #2 (Connection between SLOs and Program Review) 6. Goal #3 (ISLO forum on communication) | a. Goal #1  1. Goal 1 is the SLO process itself. This is a part of quality control and accreditation standards. We talked in the previous meeting about creating a standardized questionnaire for department chairs throughout different stages in the semester. The handout shows a tentative questionnaire but we would like input from committee members on this. This type of communication is going to help us campus wide. For example there was some confusion on targets for ISLOs. As a campus we never set what the ISLO Communication target should be.  2. Horigan and Newcomb will be reviewing each unit in TracDat. A report of what needs to be done or fixed will be provided to each Department Chair.  b. Goal #2  The connection between SLOs and Program Review was implemented in the program reviews in fall. Corbett suggested that advice for this be included in the SLO Newsletter.  c. Goal #3  To be discussed at next meeting. |  |  |  |
| 1. Spring semester deadlines 2. Spring SLO assessment data in TracDat 3. ISLO #2 assessments for 2013-2014 4. Self-Evaluation of meeting ACCJC SLO Standards | 1. Spring SLO assessment data in TracDat   Formative- Due date April 30, 2014  Summative- Due date May 20th   1. ISLO #2 Assessments for 2013-2014   Same dates as above   1. Self-Evaluation of ACCJC SLO Standards   This is being brought to the next meeting. We took all of the standards from ACCJC that had to do with SLOs. We will go through it and give our opinions, comments, and notes. | Spring SLO assessment data in TracDat and ISLO #2 (formative- Due date April 30, 2014 & summative- Due date May 20th)  Bring Self-Evaluation of ACCJC SLO Standards to 2-11-14 meeting  “Bring Your Data Days” TBA |  | Newcomb and Horigan  Newcomb, Horigan, and Hajas |
| 1. Handling SLO non-compliant departments | The first step in handling SLO non-compliant departments is notifying the department chairs and then the dean. There are still at three departments that fall under this area. It is suggested that this issue could be addressed in CPC. When asking for funding through Program Review have it be mandatory that SLO assessments have been completed. | Get on CPC meeting agenda |  | Newcomb |
| 1. Action Items | | | | |
| 1. Vote on ISLO Rubrics | Horigan moves to vote move ISLO Rubrics voting as an action item today and Scott seconds it.  Information Literacy Rubric- Hajas moves to approve with the changes that were discussed (column changes and wording) Peters seconds it.  Critical Thinking- Horigan moves to approve and Corbett seconds with the changes of removing column two and changing “Exceed, Meets, and Does Not Meet”.  Performance Communication- There is debate among the committee on the wordage of this rubric. But it is decided to use as piloted and make the changes from feedback given by instructors using the rubric. Wu moves to approve and Corbett seconds it with changes (removing above satisfactory and changing titles) | Changes to be made to all rubrics  Send to Academic Senate |  | Subcommittee Leads  Newcomb & Horigan |
| 1. Approval of Minutes (November 7,2013) | Hart moves to approve and Horigan seconds |  |  |  |
| 1. Adjournment | 4:30pm |  |  |  |