**VENTURA COLLEGE**

**Student Learning Outcomes Committee**

**Tuesday, February 11th, 2014**

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

**MCW-312**

**Present:** Kathy Scott, Debbie Newcomb, Andrea Horigan, Sandy Hajas, Bill Hart, Brendan Cummings, Jack Bennett, Susan Bricker, Jenchi Wu, Amanda Enfield, Corey Wendt, Chelsea Guillermo-Wann

**Absent:** Scott Corbett, Lydia Matthews, Ned Mircetic, Kathy Koch, Audrey Edwards

**Recorder:** Rachel Marchioni

| **Agenda Item** | **Summary of Discussion** | **Action Due  & by Whom** |
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| **Comments/Announcements** |  |  |
| 1. Public Comments |  |  |
| 2. General Announcements |  |  |
| a. Spring 2014 SLO due dates reminder | a. Newcomb announces that the SLO formative assessments are due on April 30, 2014 and summative assessments are due on May 20th, 2014. There will be three dates scheduled for “Bring Your Data Day” and the dates will be announced in the SLO Newsletter. |  |
| b. Status of SUO rotational plans | b. Horigan gives update on SUO Rotational plans in TracDat. There are still four areas that have yet to complete their SUOs rotational plans. It was discussed as to how we are going to address this lack of data and it was decided that going forward the Department Chairs would be addressed in a formal letter. |  |
| c. Student representative on committee (governance decision- making charge) | c. Newcomb shares that previously we have not had a student representative on the committee. So we reached out to student government and we now have Brendan Cummings (ASVC Public Relations Director) joining us. |  |
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| **Discussion Items** |  |  |
| 1. Reports from Subcommittees |  |  |
| a. ISLO #5 Rubric Subcommittee | a. Newcomb shares that Gardner was unable to attend today’s meeting but he would like to invite additional committee members to join the ISLO #5 Rubric Subcommittee. On the subcommittee we have Ty Gardner, William Hart, Corina McCoy, Eric Martinsen, Claudia Peter, Susan Bricker, and Corey Wendt. |  |
| b. Newsletter | b. Hajas shares that the second edition of the SLO Newsletter will go out to all campus employees after next FLEX week. After collaboration with CPC a slogan has been created “No SLO, No DOUGH” emphasizing that if SLOs are not being assessed, departments will not be eligible to receive requested funding in Program Review. |  |
| c. Quality Assurance (Goal #1) | c. Newcomb and Horigan have been spot checking different departments in TracDat. They have found that most of the departments have completed what has been asked of them but there are still a lot of slight errors. All programs should have assessed a PSLO by now. |  |
| 1. QA Work Plan | 1. Newcomb goes over the “Quality Assurance Subcommittee Work Plan”. It consists of five components:” Ensure integrity of unit requirements in Trac Dat, Provide support to Department Chairs in SLO Process, Link SLO findings with Program Review, Ensure that all courses and programs are being assessed according to the 5-year rotational plans, Train faculty and deans in methods of meeting the accreditation requirements of continuous improvement of student learning”. |  |
| 1. Data Collection tool for Department Chairs | II. Newcomb goes over the “Questions for early/end of semester” handout that will be sent to the department chairs at different stages in the semester. It was be used as a prompt. Do they (DC’s?) need any help creating initiatives? Are we documenting and creating? For example, DC’s need to have meetings every semester and be documenting it. . Peters brings attention to the fact that the person responsible for entering the work isn’t always the department chairs. So it is decided to add a “name, department, and email” section to the form so we know who we are communicating with. | Add name , department, and email sections to the “Questions for early/end of semester” handout- Rachel Marchioni |
| 2. Connection between SLOs and Program Review  (Goal #2) | 2. Going forward SLO assessments will need to be completed in order to request funding through program review. A role this committee could play in the program reviews process is taking the program reviews and spot checking their SLOs in TracDat. |  |
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| 3. ISLO rubrics (Goal #3) |  |  |
| 1. Update on rubrics | 1. In previous meeting the committee agreed that rubrics should have a standardized outline of three columns (Does Not meet Expectations, Meets Expectations, and Exceeds Expectations). Column headings need to be reversed in standardized order before going to the senate for approval. | Debbie will add points rows to all rubrics and make any minor changes before sending to Senate. |
| 1. Standard performance target for ISLO assessments | 1. Newcomb addresses that we don’t have a campus wide performance target for our ISLO assessments of communication. Currently in TracDat different areas are able to set their own standard. With the status quo when we come together across disciplines what validity will the results hold? The committee decides that’s there should be a campus wide performance target with a standard of 75% or more of students being successful on the ISLO. |  |
| 4. ISLO forum on communication (Goal #4) | 4. The colleges first ISLO Forum is scheduled to take place on Monday, March 17th , 2014 from 2-3:30pm in Guthrie Hall. There will be snacks, mocktails, prizes, and presentations from department representatives. |  |
| 5. Accreditation – Committee Self- Evaluation | 5. Self-evaluation for meeting ACCJC accreditation standards in regards to SLO’s. Executive committee gave grades to each relevant standard. The next accreditation visit is October 2016. We have to get to a level 2 in all standards by then. Members were asked to review the self-evaluation and we will discuss at next meeting. |  |
| **Action Items** |  |  |
| 1. Approval of Minutes -  January 14, 2014 | 1. Motion to approve:  Second motion:  All were in favor | Andrea Horigan  Brendan Cummings |
| 2. Critical thinking and information literacy rubrics | 2. Were approved with changes at last meeting. |  |
| 3. Performance and visual communication rubrics | 3. Motion to approve with minor changes:  Second motion:  All were in favor | Sandy Hajas  Jenchi Wu |
| 4. Motion to set ISLO standard at 75% | 4. Motion to approve:  Second motion:  All were in favor | Andrea Horigan  Bill Hart |
| **Handouts** |  |  |

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| * Quality Assurance subcommittee work plan * ISLO rubrics packet * ACCJC standard self-evaluation * Revised ISLO rubric for visual communication skills * Questions for early semester (Aug/Jan) * and end of semester (Dec/May) * Meeting Minutes (January 14, 2014) |