SLO Committee Meeting

November 13, 2012

4:00 – 5:00 p.m.

Multidisciplinary Center West (MCW)-312

1. Call to Order by Ty Gardner at 4:08 p.m.

**Attendees:**

Ty Gardner

Sandy Hajas

Rachel Marchioni

Debbie Newcomb

Kathy Scott

Claudia Peter

Jaclyn Walker

Jenchi Wu

**Guest**: Marlena Broker, CSUDH Student Visitor

Minutes: Tricia Bergman.

1. Public Comments

None

1. Announcements/Information Items
2. Committee Self-Evaluations - (handout – VC Academic Senate Self-Assessment Survey Monkey)

Gardner passed out the handout and asked the committee to review it. He said the purpose of the document is to ensure the committee’s evaluation of its own effectiveness. Discussion followed and all comments were positive.

1. Embedded SLO Assessment Template (handout)

Gardner will be giving this template out to faculty. It allows them to capture CSLO, PSLO, and ISLO information on one form for subsequent entry into TracDat by the Department Chair or designated person. Walker offered to help English Department Chair Martinsen. Gardner said that, if necessary, the department could add another person onto to the TracDat authorized list.

Gardner share that he is working on a flow chart that will explain how to do the PSLOs and CSLOs and which will incorporate ISLOs. He said there will be an addendum to the document wherein the same process can be done at the same time.

Newcomb pointed out that on first part of the form faculty only fill in appropriate sections. If embedding, faculty can do all three parts on the form. She said that they are hoping to add to TracDat on the 2nd page drop down menu.

Ty passed around a new flow chart he drafted for the CSLO assessments. He said some of the faculty is still using the old form and that nomenclature seems to be a problem. K. Scott said for the program reviews next year TracDat will be able to pull course information from the program reviews. Gardner pointed out that they will be presenting a rubric for critical thinking to determine if teaching techniques are being done correctly.

C. Peter said that critical thinking is discipline specific and that one rubric may not be work.

Gardner said that rubrics allow common comparison and that there is time to develop the rubric before we go to a Campus Forum with the critical thinking rubric. He went on to say that we have a very long time to produce rubrics and pointed out that there is a need for more attendance of the SLO committee members to further discuss this. He said that at the next SLO committee meeting he would like to create sub-committees.

K. Scott said that there are three different communication rubrics currently. We still need one for the performing arts because the one for visual arts does not really apply. Gardner said there is a need for theatre, music and dance to have rubrics. K. Scott said that we may be able to find a specific rubric from the internet that would meet the needs. Gardner suggested that the type of changes needed for music, theatre and dance can be discussed at the next meeting. C. Peter suggested communicating with music, theatre, and dance to see what their specific needs are.

1. New ISLOs

Newcomb reported that there are still 3 ISLO’s that do not have rubrics and she and Gardner are going to be asking people to consider doing research to come up a workable solution. She said the committee will be addressing new ISUOs using information from the existing rubrics to generate more rubrics.

1. Appointments for Department Chairs/SLO Lead faculty to meet with SLO facilitators

K. Scott pointed out that December 19th was fast approaching and that department chairs need to contact Gardner and Newcomb to get the updated form. On Thursday, November 15th or Monday, November 19th, Gardner and Newcomb will be contacting the department chairs with this information. He went on to say that he and Newcomb are ready to help with the process in any way, adding that if anyone needs assistance within TracDat for inputting to arrange a time with Hajas and she would be happy to assist. Gardner again said that he would be more than happy to help the department chairs enter data.

1. Spring 2012 SLO Committee Self-Evaluation recommendations/goals

Gardner said we needed to communicate with the CPC and Keebler on missing information. Hajas said that last year had to relate to the program operating outcomes, specifically how initiatives were created and that instructions were not in place to link the courses into their programs. She pointed out that some programs no longer exist and that some people did not put SLOs in their operating programs. K. Scott said that there is a need to assist faculty and staff to make clear connections between SLOs and program reviews.

1. Goals needed for 2012-13 academic year

Four goals were set for this year as follows:

1. To continue to improve and implement TracDat expansion, which would be further implementation of the 5-year goal.
2. To encourage development of the 5-year rotation plan, which would include embedding.
3. To form committees and being development of remaining ISLOs rubrics.
4. To create additional connections between SLO and program reviews.
5. Deadline for SLO assessments to Department Chairs

K. Scott information is due on December 19th and that faculty needs to know this as well so that their information will get in on time. C. Peter asked if that is when they turn in their assessments. Wu asked for clarification on the template that is to be used, specifically the embedded template. Gardner said the embedded template was to be used. Marchioni said she will send the SLO assessment templates out to the Department Chairs electronically. Gardner said these can be filled out electronically and turned back in that way.

IV. Action Items

1. The minutes from the September 11, 2012 meeting.

Motion to accept the minutes as is was made by Newcomb and seconded by Walker. Motion passed unanimously.

1. The minutes from the October 9, 2012 meeting.

Motion to accept the minutes as is was made by Hajas and 2nd by Newcomb. Motion passed unanimously.

1. Goals for 2012-13 academic year

Gardner said we will bring this to the next SLO meeting when we have a larger attendance before they are voted on.

V. Discussion Items

1. Subcommittee/volunteers for ISLO rubric research

Discussion about forming subcommittees will be put on the agenda to be discussed at the next SLO meeting when there is a larger group for voting on the items.

1. Schedule Campus-wide ISLO discussion forums

Following discussion it was suggested that the SLO committee should have a campus-wide forum on February 6th to present new rubrics ideas and how to best utilize them.

1. Other

None

1. Adjournment

Meeting was adjourned at 5:03 p.m.