# VENTURA COLLEGE

# Student Learning Outcome Advisory

# Tuesday, April 11, 2017

# 3:30pm-5:00pm

# MCW-312

**Present:** Debbie Newcomb, Phillip Briggs, Alex Kolesnik, Jack Bennett, Brent Wilson, Deanna Hall, Bill Hart, Kim Hoffmans, Maureen Eliot, Dave Keebler, Greg Gillespie

**Recorder:** Felicia Torres

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** |
| **A. Call to Order** |  |  |
|  | Meeting began @ 3:06 pm  Andrea will be a little late |  |
| **B. Announcements/Information Items** |  |  |
| 1. SLO division updates from committee members 2. Reminders to division – Spring 2017 last semester of 5-year plan – assessments due by May 19, 2017 | Announcements:  Having the meeting at 3 pm does create some problems.  Music department has SLOs on the agenda for discussion on a regular basis.  Jenchi said that she has two more courses to update.   1. No department updates   Debbie asked the members to please spread the word beyond the departments and divisions, because there were a few people who found out about the SLO mandate this late in the game. Not all, but some and we need to have them done by May 18th.   1. Reminders for all divisions: 5-year plan ends this semester; assessments are due by May 19, 2017. It would be nice to have everything done by then so that the summer vacation months are enjoyable. |  |
| **C. Old Business** |  |  |
| 1. Preparation for Closing the Loop: Review, Reflect, Reset    1. Rubrics for assessment of SLOs    2. Volunteers for preparation 2. Review of goals and Quality Assurance Plan | 1. Debbie and Andrea are working on a rubric that departments can use to see if it is appropriate and if is it valuable to be used. The rubic was not available, but can be sent out via email at a later time. Nan will help be the administrator for TracDat and will need some time to train. She will assist with the tech stuff after that.    * 1. Rubrics for assessment of SLOs   Not doing this – Andrea was “held up” (detained) at a division meeting   * + 1. Volunteers for preparation   Debbie asked for volunteers   1. Debbie reviewed page 2 of the document. She mentioned to the group that Andrea did not get the release time this year, so she was unable to do what she normally can for the plan. Debbie and Andrea will do a major clean up and department chairs will be notified. If your department or division wants to check on their area, Debbie will run the report. |  |
| **D. New Business** |  |  |
| 1. TracDat 5 training for committee members 2. Required SLO training check for part-time faculty? 3. SLO Facilitators for AY 17-18 4. Annual surveys – Committee & Faculty-Staff\*^ 5. Bring Your Data Days & TracDat Assistance    1. May 5th 9:00 – 11:00    2. May 15th 1:00 – 3:00 | * 1. Debbie provide a mini training session on TracDat. Any problems with your cycles, let Debbie know.   Things to remember:  Look out for any red flags - If you hover over the flag it will tell you what the problem is.  If you have a new course, assess now.  If you have a class not offered very often, you should assess it.  Course planning has two pages and you can drill down on the home page.  Department chairs load the tools in TracDat.  Click on (+) to add anything  In Ad Hoc reports - X13 has useful information regarding how many SLOs you have and how many findings or how many have been assessed at least once   1. Kim will put out call for facilitators to take Debbie and Andrea’s job. Let Kim know if you are interest. If there is no interest, they will at least stick with it for another year.   Discussion regarding part-time instructors continued.   1. Review last page of handouts – do you feel you are adequately involved in the process? How involved are you ….? Received some suggestions and rewording of the questions. None were asked to be removed. If you have some other ideas, email Debbie with your suggestions. 2. Bring Your Data Days & TracDat Assistance (newer version)    * 1. May 5th 9:00 – 11:00      2. May 15th 1:00 – 3:00   Another day can be added to accommodate Andrea’s schedule if need be. |  |
| **E. Action Items** |  |  |
| 1. **Approval of Minutes (03-23-17)** | Approved by consensus. |  |
| **F. Meeting Takeaways** |  |  |
|  | 1. Lots of info on the home page in TracDat  2. Adhoc reports rock! |  |
| **G. Adjournment** |  |  |
|  | Meeting ended @ 4:06 pm |  |