

## **Student Learning Outcomes Committee**

Tuesday, February 5, 2013

3:00 – 4:30 p.m.

MCW-312

Attendees: Kathy Scott, Ty Gardner, Aurora del la Selva, Susan Bricker, Sandy Hajas, Scott Corbett, Rosie Diaz, Audrey Edwards, Jenchi Wu, Ben Somoza, Claudia Peter, Patty Wendt, Jaclyn Walker, Debbie Newcomb, William Hart

Minutes: Rachel Marchioni

### **I. Call to Order**

3:04 p.m.

### **II. Public Comments**

Introduction of Rosie Diaz ASVC Senator

### **III. Announcements/Information Items**

#### **a. Department Chairs and Coordinators Council Jan. 22**

Gardner- When we met with the Department Chairs Council, we went over the tasks that needed to be completed this term. The five year rotational plan was discussed as one of the items that needed to be completed along with cleanup of courses in TracDat. It is important for everyone to look at TracDat to make sure everything is up to date.

Newcomb- Pleased to report everyone I have met with after the DC meeting has understood the five year plan. DC needs the electronic version of the template we passed out during that meeting.

Scott- I will get that done.

Gardner- Five year plans may vary per department. You may have three SLOs that all assess communication you may not want to do them all at once.

Peterson- Question regarding CSLOS. We have at least 10 or more CSLOS per course. Do we need to assess all of them?

Gardner- Yes but are those from the nursing accreditation or your department?

Peter- From department, they have already been condensed.

Newcomb- We were able to condense SLOs in Paramedic Studies, we should be able to condense these in Nursing all well.

Gardner- There are two ways to do these by generalizing. For example in Bio looking at bones and muscles in one five year rotational instead of assessing everything they need to know in Bio.

Newcomb- One other thing from talking from people we met with was that most people did not take our advice and clean up TracDat. Once we met with them they seem to understand so please tell your departments. This semester clean up and pick up whatever fell thru the cracks.

Gardner- History found courses were missing in TracDat. The next step would be putting the CSLOs in there.

Corbett- I already did all that I just couldn't map it

Newcomb- They can't delete anything that has a finding in it.

Gardner- But you can archive something that has a finding instead.

Newcomb- If anything weird happens in TracDat, contact Sandy or me right away.

**b. ISLO and PSLO work from fall 2012 (Tracking Sheets)**

Scott- I want to show you what was given out in the DC meeting. I am concerned because we told WASC this would be done in September. Feb 8th we are going to update this again.

**IV. Action Items**

**a. Minutes from November 13, 2012 meeting**

Walker- Jenchi's name is spelled wrong.

Gardner- First sentence in section three part B. "Gardner will be giving out template form to faculty. PSLOs, CLSOs, ISLOs may all be captured on one form. "

Scott- CCSSE on page two should be Claudia Peter.

Scott- Realized I sent the wrong minutes, most of these mistakes have been corrected please don't look at the grammar just the content.

Walker- Make a motion to approve and email the final, Newcomb seconds.

**b. Meeting Dates**

Gardner- Holidays are conflicting with normal scheduling this semester so we need to establish meetings for this semester.

Scott- Tuesdays are out. Are there any other day of the week we can meet?

Gardner- What about Fridays?

Sandy- We can on Mondays if it's not the first meeting of the month.

Scott- How about April 2nd?

Newcomb- Curriculum is on that day.

Scott- Can we wait until April 9th?

Walker- We should go ahead and schedule what works for the majority.

Scott- March 6th at 3-4:30pm.

Newcomb- Then next meeting with remain the normal time April 9<sup>th</sup>.

Bricker- And something will be send out confirming this?

**V. Discussion Items**

**a. 2012-2013 goals**

Gardner- Does anyone have any comments regarding the goals we established in the meeting last time? It is on the minutes on section F.

Walker- What are the three we don't have rubrics for?

Gardner- *Critical Thinking, Information Literacy, Personal/Community Awareness and Academic/Career Responsibilities*

Gardner- Idea with the committee is to take a look at other schools and see what their rubrics look like. Should we adopt something similar or start from scratch? How many of you actually used the communication rubric from last term?

Gardner- I used the *Scientific Reasoning* rubric and that worked well enough. We want one that will be easy to use for *Critical Thinking*.

Newcomb- On the minutes it says *Communication* rubric done for performing arts areas?

Walker- I will work with Judy to create that.

Gardner- Jenchi do you want to help with that?

Wu- Agrees to assist.

Scott- I think you were still making changes to the *Visual Communication* rubric right?

Wu- I think the changes have been completed. We have added one more category to the rubric.

Gardner- Is anyone here planning on using Critical Thinking? Who is going to do doing that in their courses? Scott, Audrey, Kathy, Claudia, and Jaclyn volunteered for the *Critical Thinking Committee*.

Gardner- *Information Literacy* - Do we want to get going on that one now? I think it will be an interesting task all the ones I have seen are pretty complex. I want to get it out there ahead of time so people can plan out their assignments.

Gardner- We know we all believe that we are teaching but when you said looking at those rubrics, the game is different.

Walker- Are we holding off assigning this one? I think working with something rather than nothing is better so that the framework is already built for whoever comes in since the people in this committee may change.

Gardner- We can begin the conversation on campus on who is going to assess this.

Scott- The services have to be a part of number five.

Gardner- *Information Literacy*— Sandy and Audrey

Scott- Andrea Horigan piloted the one for *Information Literacy*.

Hajas- I think Peter Sezzi would be interested in this as well.

Gardner- Feel free to reach out and collaborate with different people for these committees.

Gardner- *Personal/Community Awareness and Academic/Career Responsibilities*

Scott- I think Steve Turner should do this - He has a study skills course and has a book on how to be a good student.

Wendt- We have a similar course in in EAC as well that counts for transfer credit.

Scott- So we will have Ty, Patty, Bill, Claudia.

Newcomb- That will include a lot of the CTE areas.

Gardner- We need someone from athletics and kinesiology to be involved in this area. What about the services?

Aurora- Would suggest Marcelino, as he has been involved in CTE.

Gardner- Susan, what about people in your areas?

Bricker- The two ISLOs we created for the services we are primarily under those.

Scott- ISLO on personal responsibility - anyone from the tutoring area, someone involved in LRC should be involved on this.

Sandy- I can help with this.

Gardner- Do we have a person in charge? Sandy is heading up number four. Who is heading up *Critical Thinking*?

Gardner- We need someone heading this up – someone that is going to be reaching out to other people. By fall of next year, we are going to want some samples.

Corbett- I am really busy this term but I can begin to establish a team for next semester. I've got my dream team that I would think to recruit.

Gardner- So Scott will head up *Critical Thinking*.

Scott- Ok, then you'll be out of working on *Critical Thinking*?

Corbett- No, I like working with Kathy.

**b. ISLO subcommittees**

*Visual Communication* – Jaclyn Walker, Jenchi Wu, and Judy Garey

*Critical Thinking*- Scott Corbett, Kathy Scott

*Information Literacy*- Sandy Hajas, Peter Sezzi, Audrey Edwards, Andrea Horigan

*Personal/Community Awareness and Academic/Career Responsibilities*- Ty Gardner, Patty Wendt, William Hart, Claudia Peter, Marcelino de Cierdo

**c. Five-year rotational plans (samples)**

**d. SLO and SUO work to be done in spring 2013**

Scott- For this semester we have talked about cleanup of SLOs, completion of five year plan, TracDat done, and creating PSLO rubrics.

Gardner- Also if you have courses mapped to ISLO Communication but was not assessed, these need to get done. These courses may only be offered in spring or it was just decided not to do it all in one semester.

Scott- I don't know if these were just never done or not put into TracDat. It is probably a mixture of both.

Corbett- I know in the history department we didn't get things done because we were waiting on other things. We need to continue to get the communication across and have someone in the department master TracDat.

Gardner- That's great to bring the discussion part to your departments. If you haven't already had the discussion about the five year plan, do so now. You don't have to rush it and you will have maximum effectiveness.

Corbett- Is the five year plan for ISLOS?

Gardner- It is for all SLOS

Corbett- The history department was in process of doing a three year plan, so should we redo to a five year plan?

Gardner- Yes. Let's say you have four different courses you are teaching this term, you can assess two courses now and the other the next.

Somoza- So what you're saying is one year you can assess all the level one first semester and then level 2 second semester? Can we still do them all at the same time if we wanted to?

Gardner- Yes but we aren't suggesting you do everything in one term and then take 4 years off.

Ben- No I am trying to avoid being bogged down during Program Review.

Gardner- That's fine. Example for my personal interest, I want to assess Intro to Bio in one term and the lab the other term so I can have focus. I just need to convince other department members it would work for them.

Newcomb- Note on sample I took out two of the ISLOs on it because we don't map to this. I planned year five to be the catch up but you can move anything around you want but the ISLOs.

Gardner- Gardner indicated that one of the Biology PSLOs is a direct match to ISLO 2 (Reasoning), allowing biology courses mapped to the PSLO to easily assess the ISLO at the same time.

Hajas- Do we have an idea who has completed clean up?

Newcomb- I have a checklist of everyone I have met with.

Gardner- I have a checklist as well but there are still some blanks.

Hajas- Maybe we should make a list of those who have not.

Scott- Yes then we can get the deans involved.

Corbett- Looking at two ISLOS so that would mean there are blank years. Can we redo ISLO 1 the next year to see if we can improve?

Gardner- Yes perfect - that is what Debbie was suggesting. Going back and closing the loop.

Corbett- I think that is the important thing - that we can show we have tried to go back and close the loop and more than once.

Gardner- The blank years are extremely important for that reason.

Walker- I think we changed it based on what you said referring to Corbett about having those blank years from three year to five year plan.

Hajas- I know we have talked about the need to have some avenue between SLOS and PR. Individuals who are not completing their SLOs should not be receiving anything through Program Review.

Scott- At a minimum, the TracDat report will be attached to the Program Review so they won't be getting anything if they don't complete SLOs.

Sandy- That needs to be made clear to the departments.

Gardner- David Keebler has already made clear that if you don't have anything in there, it means you must not need anything.

Hajas- I know departments are receiving funding from PR that have not assessed their SLOs.

**e. Due dates for spring 2013**

Scott- Wanted to establish due dates with the SLO Committee. Do we want to set up a date for completion of department Five Year Rotational Plan?

Hajas- What does clean up TracDat mean to you?

Newcomb- Courses are correct, SLOS correct, PSLOs correct. Mapping but we still have a mapping issue on TracDat that has not been resolved.

Newcomb- TracDat wants CSLOS mapped to ISLOS.

Gardner- Mostly you are going to have an ISLO map to your CSLO but it does create some weirdness because you may have CSLO that doesn't map to it. How can we report that out? We want this stuff accessible so they can see how their PSLOs map to ISLOs or do we create unique CLSO?

Scott- Think it's up to us to fix; this is too complex. It's up to TracDat leaders not the group project.

Gardner- Would it disturb you to link your CSLOS to ISLOS?

Scott- I am beginning to think having people work on PSLOs rubrics may be too much.

Newcomb- Actually they are starting to work on it. Mark Pauley had a really good one. I have been using it for faculty as an example.

Hajas- Quite a few departments have already cleaned up and have rotational plan done as well. All that is left to be done is the rubric.

Scott- Rachel, can you make a list of people that have completed their stuff to send out thank you letters?

Newcomb- The last DC Meeting seemed to put the push on it.

Sandy- The list we need to work with cleaning up TracDat is going to be small.

Somoza- So completion of five year plan, TracDat cleanup, PSLO Rubrics, and meeting with a SLO Facilitator for Spring?

Gardner- Looking at Spring break for deadline?

Wendt- Think that is too early.

Sandy- April 1st

Scott- April 1st for everything but rotational plan, rotational plan will be April 20<sup>th</sup>?

Scott- So due dates are cleanup TracDat before spring break, met with facilitator and complete Five Year Rotational Plan by April 15<sup>th</sup>, and complete PSLO Rubric by May 1<sup>st</sup>.

Wu- Can you send out PSLO rubric sample?

Scott- Yes and Debbie's rotational plan example.

**f. WASC rubric for Sustainable Continuous Quality Improvement**

Gardner- Rubric for SLOS from WASC. This was handed out to DC meeting. This is important to see where we are.

Scott- I emailed WASC and asked when we were supposed to *at Sustainable Continuous Quality Improvement* and they never got back to me.

Gardner- Though we are supposed to be at proficiency when the accreditation team came. They were asking us about this, so we should at least be aware. I am not too concerned with us being there yet but when we have to get there is the question.

**g. VC "rubric" for SLOs – faculty and college (including new Title V Velocidad grant)**

Scott- Another handout – I tried to make it really simple and not have this big rubric. This is what we need from everybody.

Scott- Number two is asking if you have your mapping done, number three are students aware of SLOs, number four are we using SLOS to improve, number five are we talking about it, and number six are we linking SLOs to Program Review?

Scott- Went to CTE division and brought this in and Kathy Schrader suggested we rank 1-5 where we think we are on this rubric.



Scott- A lot of good feedback. It reminds people that this needs to be dialogue driven. A lot of part-timers weren't aware of this.

Gardner- I talked to my students and went over SLOS and my students said other teachers were doing this as well.

Somoza- Important for them to know.

Gardner- I explain this in the context of information literacy. That is why the assignment is worth this much. It draws the student in letting them know it's not just busy work.

Audrey- Can you come talk to my students? None are Political Science majors and none want to read.

Gardner- Into the Jungle is a book used in my class that students have no trouble reading.

Scott—Good book for one book one campus.

Gardner- They still aren't reading the text but they are reading this book because it is easy to digest. Students do care if you can make them understand why it's important.

Gardner- suggested that authentic assessments assist students in understanding general concepts. He mentioned a research project for a lecture class where students collect data that he analyzes so that they can get real-world experience formulating and evaluating hypotheses. He asked how we could increase use of authentic assessments in classes and pointed out the importance of real-world tasks, and assessments, in the nursing program.

Claudia- Hold the students accountable in the classroom. They will read if they know it will be on the test.

#### **h. Division meeting visits to discuss SLO status**

Scott- Going into divisions and capturing the responses to the VC rubric

Scott- When we do those division meetings we also have to do this thing for Robin about the reorganization that happened two years ago. We have to go back and capture this feedback we did a survey to campus and only got 28 responses. Has to be done, so if have to go in there might as well get the SLO stuff too.

- VI. Other**
  - VII. Adjournment**
- 4:31 p.m.

**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
<b><u>Comments/Announcements</u></b>		
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 20 <sup>th</sup> , 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.	

Agenda Item	Summary of Discussion	Action Due & by Whom
<b><u>Discussion Items</u></b>		
<p>1. Reports from Subcommittees</p> <p>a. ISLO #5 Rubric Subcommittee</p> <p>b. Newsletter</p> <p>c. Quality Assurance (Goal #1)</p> <p>I. QA Work Plan</p> <p>II. Data Collection tool for Department Chairs</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>I. 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".</p> <p>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</p>	<p>Add name , department, and email sections to the "Questions for</p>

Agenda Item	Summary of Discussion	Action Due & by Whom
2. Connection between SLOs and Program Review (Goal #2)	<p>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.</p> <p>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.</p>	early/end of semester" handout- Rachel Marchioni
<p>3. ISLO rubrics (Goal #3)</p> <p>a. Update on rubrics</p> <p>b. Standard performance target for ISLO assessments</p>	<p>a. 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.</p> <p>b. 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.</p>	Debbie will add points rows to all rubrics and make any minor changes before sending to Senate.
4. ISLO forum on communication (Goal #4)	4. The colleges first ISLO Forum is scheduled to take place on Monday, March 17 <sup>th</sup> , 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	

Agenda Item	Summary of Discussion	Action Due & by Whom
	then. Members were asked to review the self-evaluation and we will discuss at next meeting.	
<b><u>Action Items</u></b>		
<ol style="list-style-type: none"> <li>1. Approval of Minutes - January 14, 2014</li> <li>2. Critical thinking and information literacy rubrics</li> <li>3. Performance and visual communication rubrics</li> <li>4. Motion to set ISLO standard at 75%</li> </ol>	<ol style="list-style-type: none"> <li>1. Motion to approve: Second motion: All were in favor</li> <li>2. Were approved with changes at last meeting.</li> <li>3. Motion to approve with minor changes: Second motion: All were in favor</li> <li>4. Motion to approve: Second motion: All were in favor</li> </ol>	<p>Andrea Horigan Brendan Cummings</p> <p>Sandy Hajas Jenchi Wu</p> <p>Andrea Horigan Bill Hart</p>
<b><u>Handouts</u></b>		
<ul style="list-style-type: none"> <li>• Quality Assurance subcommittee work plan</li> <li>• ISLO rubrics packet</li> <li>• ACCJC standard self-evaluation</li> <li>• Revised ISLO rubric for visual communication skills</li> <li>• Questions for early semester (Aug/Jan)</li> <li>• and end of semester (Dec/May)</li> <li>• Meeting Minutes (January 14, 2014)</li> </ul>		

**VENTURA COLLEGE**  
**Student Learning Outcome Committee**  
**Tuesday, September 8, 2015**  
**3:00pm-4:30pm**  
**MCW-312**

**Present:** Debbie Newcomb, Jenchi Wu, Erica Ruiz, Andrea Horigan, Pamela Yeagley, Rebecca Russell, Vandana Gavaskar, Brent Wilson, Nathan Cole, Bill Hart, Alex Kolesnik, David Reed, Claudia Peter, Lynn Wright, Kim Hoffmans, Phillip Briggs

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	3:14 PM			
B. Public Comments	Administration & Faculty – Phil and Debbie			
C. Announcements/Information Items	We had one volunteer present – 1 <sup>st</sup> time ever, applause			
1. Introduction of members				
2. SLO division updates from/to committee members	None			
3. Update from Curriculum Institute	It was stated that SLOs are here to stay. A report was given from Curriculum Institute. SLOs will need to be ready for next accreditation visit and will be held to standard. Friday's workshop on "Closing the Loop" will cover that. -send email to Pamela Yeagley -sent to department chairs and coordinators to disseminate			
D. Old Business				

<p>1. Review of last year's goals and rubric</p> <p>a) Establish a plan and timeline for the development of an SLO manual for faculty/staff</p> <p>b) Facilitate, maintain, and evaluate an ongoing focus of quality control for the overall SLO process, including the "closing the loop" process.</p>	<p>Need someone to write up policies and procedures; looking for volunteers -have them, just not officially written down -Asked for someone to head up the start of the process Reviewed Goal #2 Rubric handout: -second page TracDat started in 2012; some department have not participated -someone recommended that a report on rubric items be given at least a couple of times p/semester Reviewed Self-Study Results handout: -Andrea H explained the survey results to the committee -Kim H said that the campus as a whole should be asking questions; Has the COR been updated? And, are there SLOs? One comment in survey that was most repeated was that there should be mandatory trainings. It was surprising to some that some still say that SLOs are still not discussed at meetings especially with the push last year to get departments to meet regularly. The SLO handbook expected to be approved in Spring 2016.</p>	<p>Add SLO handbook to agenda as a standing item to get regular updates</p> <p>Goal #2 rubric to be approved by April 2016</p>		<p>Nathan Cole and Erica Ruiz to do handbook</p>
<p>2. ISLO#5 Workgroup</p>	<p>Creating a Rubric for ISLO #5</p>			<p>Bill Hart</p>
<p>3. ISUO Forum – January flex day</p>	<p>May offer 2 sessions so that all services can attend. Need support from administration and funds to hold these sessions.</p>			

4. Newsletter workgroup	Discussion regarding a newsletter and there was strong agreement that it was a good idea for a Fall & Spring edition.			Brent Wilson (volunteered)
<b>E. New Business</b>				
1. Election of committee chair	Andrea H. nominated Debbie Newcomb as co-chair. Jenchi Wu seconded it. Committee voted to elect Debbie N. as co-chair.			
2. Curriculum Committee request	Request for someone from this committee to volunteer to attend Curriculum Committee in case Debbie is not there, then an extensive discussion regarding release time for faculty to have release time followed. As a group, it was agreed that Debbie would continue to attend but are uncomfortable with making this a required position.			
3. 2015/16 goals	Debbie proposed to continue with goals until next year with minor wording revisions. The final handbook document should be finished before May.	Bring final goals document for vote at next meeting.		
4. TracDat training for committee members	Tabled for next meeting.			
5. Quality Assurance tasks	Tabled for next meeting.			
<b>F. Action Items</b>				
1. Approval of Minutes (April 14, 2015)	Andrea H. moved to approve. Lynn W. seconded. Minutes were approved.			
<b>G. Adjournment</b>				
Next Meeting	Tuesday, October 13, 2015 3-4:30 pm (MCW-312)			