



**2019-2020**  
**REVIEW, REFLECT, RESET**  
**M I N U T E S**  
**Tuesday, October 10, 2019**  
**3:30 to 5:00 PM – MCW-312**

**Present:** Phillip Briggs, Jack Bennett, Nan Duangpun, Maureen Eliot, Brandon D'Amico, April Montes, Aurora Meadows

**C H A R G E :** *The College Outcome Group will be responsible for monitoring the progress and evaluating the quality of Student Learning Outcomes and Service Unit Outcomes on campus. The committee will create an annual report of SLO and SUO progress.*

Presenter: Felicia Torres

**Topics:**

Agenda Item	Summary of Discussion	Action (If Required)
1. Approve Agenda	Meeting began @ 3:34 pm	Maureen moved to approve. J. Bennett seconded.  Agenda approved
2. Review 9/10/2019 Minutes	Minutes reviewed.  Corrections: date for Spring, information to faculty, from May 20 to May 30; Add recorder to the minutes and other attendees. Felicia will check sign-in sheet and correct.	J. Bennett moved to approve. Maureen seconded.  Minutes approved with changes.
3. Curriculum Process & SLOs	Discussed the process for new courses going through the Curriculum process. There has not been a good way to ensure that the courses are entered correctly. P. Briggs reviewed the process.  Discussed the work being done in the Curriculum Committee with M. Boman and M. Callahan. SLO Facilitators and Dean Briggs have been trying to figure out a way to review the courses before they go through the curriculum process and are offered. They found that not everyone is clear on the process. Reviewed handout that describes the process for new courses and shared with the Curriculum Committee.	Handout: "Curriculum and SLO Approval Process" to be posted to SLO webpage.  Aurora moved to approve handout. Maureen seconded.  Handout approved unanimously.
4. Info that needs to be collected - "No Cycle" SLOs & SUOs - PSLO maps	Two things that still need to be updated are SLOs & SUOs that don't have an assessment cycle entered in TracDat.  Discussed the assessment cycle process and demonstrated the filtering process in TracDat to access that information. P. Briggs asked the group for ideas to collect this information.  *Note: It is possible that some courses that are on the list are no longer being	

	<p>offered and still have not been cleared out of the system.</p> <p>Maureen suggested that an email be sent to faculty in each department to ask that they fill out the forms along with directions. She offered to do it on her own time and cc the SLO Facilitators.</p> <p>Discussed in length the removal of a course from the catalog or when a course is no longer a good course.</p> <p>Questions:</p> <p>What is the process for removing it from TracDat?</p> <p>What if a course is never offered, but still shows on the list?</p> <p>What are the ramifications if a course does not have an assessment cycle?</p> <p>One suggestion would be to use the latter part of the assessment cycle.</p> <p>Accreditation requires that we assess every course that we offer, so we need to know when they are going to be assessed even if they are not offered in the current semester.</p> <p>Discussed the mapping process in TracDat. For each course you go to the mapping option to the left. If maps are not up-to-date, then we are not able to know when the PSLO is to be assessed. We need to take a look at the mapping and bring it up to date. It is a very long process and preferably only one course should be in the mastery level.</p> <p>Asher and Aurora will work together along with the Department Chairs to get the information entered in TracDat and always looking for ideas to incentivize their cooperation.</p>	
5. SLO Facilitator Office Hours – December 2 <sup>nd</sup> - 5 <sup>th</sup>	<p>It was decided through their outreach efforts that it would be beneficial to offer some office hours for those who may need their assistance in understanding the SLO process and entering the information in TracDat.</p> <p>Aurora will take two days and Asher will take two other days. Time: TBD</p>	
6. Bring Your Data Days – January 27 & 28	Quick announcement for these days. Mark your calendars.	
7. Adjourn Next Meeting – November 12, 2019	Meeting adjourned at 4:47 pm	