

VENTURA COLLEGE
Student Learning Outcome Committee
Tuesday, January 12, 2016
3:00pm-4:30pm
MCW-312

Present: Debbie Newcomb, David Reed, Philip Clinton, Andrea Horigan, Pamela Yeagley, Rebecca Russell, Vandana Gavaskar, Claudia Peter, Chief Sidnam, Bill Hart, Phillip Briggs, Jenchi Wu, Jack Bennett, Alex Kolesnik, Nathan Cole

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
A. Call to Order			
	Meeting began @ 3:00 pm		
B. Public Comments			
	No public comments		
C. Announcements/Information Items			
1. SLO division updates from/to committee members	Not all division had updates available. Debbie said that it was possibly because of the new semester and many areas had not met yet. Pamela reported that she had gone to Student Service with some tools to track SLO #5 and said that she may have another one that can help them track their SLOs.		
2. Report on Bring Your Data days – Andrea	Andrea reported that it was fun, there was food, and someone (Veronica) said that it was very nice. She said that Chief was instrumental to Bring Your Data days. They had a usual turnout for the event and those who did show up were very helpful. Andrea said that they are going to keep trying because it is a useful day for the people who do come.		
3. Report on SUO Department Coordinator trainings	It was reported that a revision of the SUO service plan was done. They met with 27 people in the Student Services area. The plan is to do one SUO and one ISLO for each area. It is		

	<p>hopeful to get a one year rotation cycle going, but they're going to be doing changes. It was said that some units might want to map to ISLO #5, so it's going to be left up to them. They were very responsive and the information was well received. Some stayed until their part was completed. Overall, the cooperation was amazing but there are still a lot more that needs to get done with the SUOs.</p>		
4. Report on ISUO #2	<p>It was said that Patrick Jefferson had told the group, in the past, that the work needed to get done and it seemed logical at the time, but since that time others have discussed it and agreed that it would be left alone and it would be left up to each group to decide.</p>		
D. Old Business			
a. New SUO rotational plan	Attached to agenda		
b. Newsletter workgroup report – Brent Wilson	Brent was not present due to out-of-state travel. Update given to committee facilitator was that the newsletter should be ready to send out by end of this week.		
c. ISLO #5 rubrics – Bill Hart	<p>Bill gave an update and displayed the rubric on the screen (no copies were available for the committee). He reported that the measurement for the rubric was done via survey. A discussion continued with ideas on how more information could be obtained. Bill recalled a discussion from a previous meeting, but wasn't sure if a decision had been made. He took some questions regarding the rubric and notified the committee that it hasn't been sent out to the campus, but asked the committee if they wanted him to just send it out as is for a test.</p> <p>Pamela reported on data collection. She said that midyear survey was launched. She had received 13 responses to date and it was given out before the break. She also reported that it was sent out through FYE, but not sure how it was sent out. Discussion continued regarding the gathering of data and to who and how it can be given and how it would be compared.</p> <p>Other questions were raised and Pamela said that she could work with Bill to address them.</p>	Put a vote as an action item to come back and look at the CCSSE questions when Bill has had enough time to meet with Pamela.	

Another discussion began involving the CCSSE survey that is scheduled for this semester. This survey is done every two years. There were many mixed feelings about the survey itself and the specific issues that it addresses and does not address, which created a longer discussion and brought forward more questions than answers, such as being able to take the results of the survey and possibly make another rubric, taking course level outcomes but also tying them to the institution level, and other ideas brought up about data gathering.

It was mentioned, that there seems to be some kind of disconnect when instructors say that students have met outcome/objectives, but looking at it from an institutional level, the data is not connecting. How can those issues be addressed?

Other questions raised during discussion included:

- Looking at the CCSSE questions, is CCSSE the best use for our students?
- Can we develop another instrument that will meet all of our goals?
- How do we enter the data into TracDat?

Comments about the CCSSE included:

- It takes students a lot of time to take during class time.
- The data has not really been used effectively.

The CCSSE survey has to get done either way. Andrea to follow up on course without assessments. Handouts of lists of courses that are still not complete with SLOs were distributed. Still running reports through TracDat. A discussion with the cycle and where the college is in the process began. It is very disappointing to see the # of course that still remain on the list, because the facilitators have been notifying all faculty of the importance of having the list complete. A discussion about outcomes of completed and uncompleted courses and what is the holdup continued.

<p>d. SLO Manual report – Nathan Cole & Erica Ruiz</p>	<p>The SLO manual was displayed on the screen. Nathan said that it still needs a mission statement and there is still no table of contents, because they are still waiting for the content. The committee went over what has been completed and what is missing and gave feedback on the manual. It is currently at 20 pages. Debbie asked if it would be okay to have separate sections for ISLOs and SUOs. She also asked if it be valuable to print it, so that the committee could write comments and bring it back to be approved at the March meeting. Nathan said that he could maybe take pictures of student actually doing stuff to use for the cover. Debbie said to Nathan that he's done a great job on the manual. The committee unanimously agreed.</p>		
<p>E. New Business</p>			
<p>a. ISUO rubric(s) – work group needed</p>	<p>Debbie reported that the committee needs volunteers to help work with the groups. She and Andrea can't do all of the work. She said that first, there are refreshments and it is much fun!! We need to pick a date soon.</p>		
<p>b. ISUO #1 forum (The Service will support or facilitate a positive learning or service environment for students.)</p>	<p>Don't have a rubric. March 1st is the day to do the forum and can actually use it to create the rubric.</p>		
<p>c. ISLO #3 forum (Critical thinking and problem solving)</p>	<p>Suggestions for dates to have this forum were given. April 12th in the afternoon was fine. All of these documents for accreditation need to be finalized. Debbie asked if the committee would meet in May. Hopefully the committee can vote in March to decide. Debbie also asked if the committee would like to vote via email.</p>		
<p>d. Proposed process for SLOs on VC website</p>	<p>Did not put this other document in writing. Debbie explained how she works and matches SLOs and what she does to follow up to make it to the Curriculum Committee. She said that when you send an updated course to curriculum form now on they will not take it without SLOs. They are expect to always have an SLO coordinator and SLOs will have to be submitted to TracDat before going to Curriculum Committee with the new process going forward. If changes are made in one place they should be changed in both places. Debbie also said that the syllabus is a major concern and faculty can</p>		

	look at the structure for a syllabi template on the website. A checklist with SLO checklist can be found there as well. She will bring it next time and run it by Kim and Phil.		
F. Action Items			
1. Approval of Minutes (November 10, 2015)	<p>Corrections – Gavaskar, spelling correction</p> <p>Move to approve – Bill Seconded – Phil 3 Abstains- Andrea, Pamela and ??</p>		
2. Approval of Committee Goal @2 Rubric	<p>Discussion about the specifics on the rubric Bill asked for clarification on Evidence: minutes Alex – fix the negative aspects on rubric</p> <p>Made changes to Rubric from committee members followed by more detailed discussion. Claudia was very thorough.</p> <p>Motion to approve as amended - Bill Seconded, Jack and Andrea</p> <p>Bill shared a column from VC Star that a student.</p>		
G. Adjournment			
	@ 4:06 pm		
Next Meeting	Tuesday, December 8, 2015 3-4:30 pm (MCW-312)		