



2017-2018
REVIEW, REFLECT, RESET
MINUTES
Tuesday, January 9, 2018
3:30 to 5:00 PM – MCW 312
Approved 2/13/18

Present: Phillip Briggs, Nathan Cole, Nena Jaramillo, Terry Winter, Claudia Peter, Nan Duangpun, Jack Bennett

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)
A. Call to Order		
<ul style="list-style-type: none"> Review/Approve Minutes from November 7, 2017 	<p>Meeting began @ 3:34 pm</p> <p>Phil reminded the group that there was no December meeting held, due to the Thomas fire;</p> <p>Nina and Teri will take over for Claudia next year and here to learn the ropes</p>	
B. SLO Facilitator Update		
	<p>Andrea Horrigan stepped down as SLO facilitator. An announcement went out last week. It offers a .2 release time, but is a difficult spot to fill for spring since most faculty already have their class schedules.</p> <p>Deadline for submission is December 17th.</p>	
C. “2017-2018 Review, Reflect, Reset” Update		
<ul style="list-style-type: none"> Packets Due January 16 Revised Spring Timeline Special COG Meeting – Jan 30 	<p>Nathan went through the Phase 1 timeline that he worked on during the break.</p> <p>He explained what parts are still left to do and what still needs to occur, so he would like to discuss it as a group. He began by breaking it up into phases then proceeded to explained them. He noticed that some of the deadlines overlapped.</p> <p>With the events surrounding the Thomas fires, he and Andrea decided that they didn't want to bother people, in case they were affected by the fires. Some people got their stuff in and some did not. The deadline for submitting packets will be next Tuesday, January 16th.</p> <p>Phase 2 is to update. The big change is with CurricuNet. Nathan's goal is to have the committee approve all of the new SLOs by March. The new SLOs will need an</p>	

	<p>updated rubric. Nathan will create another form and there will be a place to reset the cycle for that SLO.</p> <p>Nathan continued the discussion and ideas were shared regarding the cycle for assessing CSLOs and ISLOs and using the rubric. He suggested having a workshop that could cover various topics and to help to establish a cycle that will make sense, talking to them about how to create the rubrics, and how to do their assessment tools. He would like to have the packet ready to go out to the depart chairs by the meeting day at the end of February.</p> <p>Phase Three to start by March 19th or March 20th. A discussion about the due dates for packets continued and Nathan will work to put it in a timeline calendar.</p> <p>Special meeting to be scheduled and reminders sent out.</p>	
D. Recording SLO/SUO Conversations in Meeting Minutes		
	<p>Nathan discussed the history of this agenda topic. He presented an idea for ways to record conversations in meeting minutes at the department level for the purpose of accreditation evidence. Nathan offered to create a form to capture those conversations and present it at a later meeting for feedback.</p>	
H. Adjournment		
	Meeting ended @ 4:14 pm	