

**VENTURA COLLEGE**  
**Student Learning Outcome Committee**  
**Tuesday, February 9, 2016**  
**3:00pm-4:30pm**  
**MCW-312**

**Present:** Debbie Newcomb, Phillip Briggs, Alex Kolesnik, Brent Wilson, Andrea Horigan, Jack Bennett, Pamela Yeagley, Vandana Gavaskar, Claudia Peter, Chief Sidnam, Bill Hart, Natalia Ghenov, Janchi Wu, Nathan Cole, Raeann Koerner

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
<b>A. Call to Order</b>			
	Meeting began @ 3:05 pm		
<b>B. Public Comments</b>			
	<p>The facilitator of the committee said that it will not officially change the name of the committee name until next year.</p> <p>Debbie reported that she was invited to two department meetings and it went very, very well. She is very open to coming to speak at meetings if there is confusion or if help is needed. Please send her an email.</p> <p>Bill and Debbie commented on the newsletter and gave Kudos.</p> <p>We had a new face attend the meeting. Student Representative was introduced and welcomed - Natalia Ghenov.</p>		
<b>C. Announcements/Information Items</b>			
<b>1. SLO division updates from/to committee members</b>	No updates given.		

<p><b>2. Report from presentation at Department Chair Council – Andrea</b></p>	<p>Report from presentation at Department Chair Council – Andrea reported that she talked about the rollout plan and the department chairs will meet with an SLO facilitator to go over a check list and get everyone squared away. There are still a lot of holes in the SLOs and they need to be cleaned up. The idea in moving forward is to speak at the Dean’s meeting and to make them aware of the situation. Also, to get some support and to discuss the areas where there have been inconsistencies with information being communicated. It would be nice to see the same amount of support from all of the deans in getting instructors to finish their SLOs.</p>		
<p><b>D. Old Business</b></p>			
<p><b>a. ISUO #1 Forum plans – Event on March 4<sup>th</sup> from 9-11 AM</b>  <b>i. ISUO rubric to be developed from forum feedback</b></p>	<p>Debbie notified the committee that a meeting was held and thanked those present who attended and participated. Unfortunately, it tends to be the same people at the meetings. Still grateful to the time given.</p> <p>Update regarding the Forum on March 4<sup>th</sup> – it is expected to be held in Guthrie Hall. There will be some sort of activity to get people involved during the forum. Food will be provided by the Division of Institutional Equity and Effectiveness in the hopes that it will encourage more people to participate.</p> <p>Attendees will be asked to explain how they assessed the SUO. Feedback from the forum will be used to create the ISUO rubric. It will be short and sweet, but it’s very important that it get done. There may not always be a reason for service units to have an SUO rubric, but they will need to assess.</p>		
<p><b>i. ISLO #3 Forum plans – Event on April 12<sup>th</sup> form 3-4 PM</b></p>	<p>Information provided.</p>		
<p><b>j. Newsletter workgroup report - Brent</b></p>	<p>The newsletter was displayed on the big screen. Brent said that he would like to include how we are going to measure ISLOs. Or if maybe just putting the link to the</p>		

	website will be good enough?		
<p><b>k. ISLO #5 rubrics – Bill &amp; Nathan</b></p>	<p>Approval of ISLO institutional assessment rubrics. Nathan updated the committee on ISLO #5 handout. He said that he researched other colleges and just reworded some of the components to match the college’s needs.</p> <p>A discussion regarding the specific wording of the rubric began. A request to the committee was to take a look at it and give as much feedback as possible. He said that he tried to keep it as broad as possible in order to meet a lot of needs. A suggestion was made to use what was present and then have a forum to discuss then to add it as an action item and vote on it later.</p> <p>Motion to approve rubric, measurement (as amended) - Andrea  Seconded – Claudia  Motion passes unanimously</p> <p>Motion to approve Institutional rubric – Andrea  Seconded – Alex  Motion passes unanimously</p> <p>Motion to approve Course rubric – Andrea  Seconded – Brent  Motion passes</p>		
<p><b>l. SLO Manual report – Nathan Cole</b></p>	<p>Nathan was not ready to update committee at this time. He reported that there are no major changes at this time and needs to meet with Debbie and Andrea. He wanted to know if he could get pictures of students actually doing stuff in classrooms and labs. Raeanne volunteered her anthropology lab if he was interested. It was suggested that once it was done, that maybe Chief could hyperlink the document and possibly add a table of contents. A member asked if it could be voted on at the next meeting. Since April is scheduled for the forum and there will be no meeting in May, anything left to be approved could</p>		

	possibly be voted on through an online voting process in May.		
<b>m. Proposed process for SLOs on VC website – Debbie</b>	<p>Debbie gave an update for this process and referred to handout. Chief will assist Debbie with looking at SLOs and matching them in TracDat. A discussion about who can and cannot make changes in TracDat followed. Debbie said that she will have to look into how all of that will work in the future with the changes happening with Curriculum and how that will affect the process now. Felicia will upload courses and SLOs in TracDat at least once per year to make sure they match up.</p> <p>Debbie explained in more detail what the process will look like moving forward and said that Katie, the Curriculum Tech, was very detail-oriented and has been catching a lot of things that need to be corrected.</p> <p>The college has to have PSLOs listed in the catalog and they are working on updates for the next catalog. There were also a lot of new degrees and classes added to catalog that were recently approved. The catalog date of completion sign off is February 22<sup>nd</sup>. The college will no longer do an addendum with asterisks for degrees that are pending, because that was considered false advertising.</p> <p>Motion to approve SLO process – Alex Seconded – Bill Motion passes</p>		
<b>n. Function of the committee</b>	Alex updated the committee regarding the Making Recommendations Document and explained that the SLO Committee is “technically” a subcommittee of the Academic Senate. A discussion followed regarding the function of this particular committee and where and who it will be reporting to with its decisions. Alex said that the latest proposal was to put it under the CPC, but that the AS is still discussing where it fits. Debbie is invited to		

	<p>push the position at the next AS meeting and to explain the function of the SLO committee. More discussion about the function of the committee continued.</p> <p>Question raised: How many think it would be okay to be an advisory committee to CPC?</p> <p>Committee reviewed Function as seen on VC website handout. Member requested to strike #3. Debbie asked the committee to mark it up and send it to her for review. She said that the committee will need to define its function and the sooner the better with the intent to vote to approve at March meeting.</p>		
<b>E. New Business</b>			
<b>a. Review/evaluation of CSLOS</b>	<p>Debbie referred to an SLO review checklist. She discussed her findings with the various departments on campus and reiterated the fact that she thinks it is something to talk about and think about for next year. Should this be part of the Curriculum Committee or THIS committee to review SLOs for appropriateness?</p> <p>Discussion continued and suggestions made regarding this topic, but no decisions made. Important take away from this discussion was the fact that it may be necessary to go back to TracDat and start looking at what the accreditors may question considering that they may find courses with SLOs that may not be appropriate and if so, we may be in trouble.</p>		
<b>b. SUO rubrics</b>	Nothing to record		
<b>F. Action Items</b>			
<b>1. Approval of Minutes (January 12, 2016)</b>	<p>Motion to approve the minutes from January – Alex Seconded - Jack</p> <p>Correction: Indirectly; committee group members are missing; Alex said that since we have been doing it, then we need English, Physical Science and the others to fill in</p>		

	<p>the areas that need representation at least until the new year.</p> <p>Minutes approved</p>		
<b>2. Approval of Committee Goal #2 Rubric</b>	<p>Distributed handout to committee and asked them to share it with their departments as time ran out. She asked them to let her know if they needed more copies.</p> <p>As the meeting adjourned, she distributed the "Closing the Loops" handout.</p>		
<b>G. Adjournment</b>			
	@ 4:21 pm		
<b>Next Meeting</b>	<p>Tuesday, March 8, 2015</p> <p>3-4:30 pm (MCW-312)</p>		