

VENTURA COLLEGE
Student Learning Outcome Committee
Tuesday, November 10, 2015
3:00pm-4:30pm
MCE-340

Present: Debbie Newcomb, Jenchi Wu, Bill Hart, Chief Sidnam, David Reed, Vandana Gavaskar, Claudia Peter, Alma Rodriguez, Raeann Koerner, Nathan Cole, Phillip Briggs

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
A. Call to Order			
	Meeting began @ 3:05 pm followed by introductions for new Admin Asst, Chief Sidnam		
B. Public Comments			
	No public comments		
C. Announcements/Information Items			
1. SLO division updates from/to committee members	<p>Debbie asked if there were any updates, comments or questions regarding SLOs.</p> <p>Still need to look at courses that need to be retired like the courses that have B95s. She said that they came up with some universals and some were already done, but they would not going to be tracked in TracDat.</p> <p>Question raised, "What if a course does not exist in CurricuNet? or what if it's in the catalog, but not in CurricuNet?" Debbie asked them to email Mike Bowen and ask him to check it. It shouldn't be in catalog if it's not in CurricuNet.</p>		

	<p>Jen – A class that she was looking at said that it is ready for deletion. She was surprised to see that.</p> <p>Debbie reported that if you want to correct something in CurricuNet, you need to do it in TracDat too. Debbie mentioned that come January, everyone is on their own.</p> <p>Primarily, courses in the 88 series are in question, but the Curriculum Committee will need to address those questions.</p>		
<p>2. Curriculum Committee Report</p>	<p>A report from the Curriculum Committee was that a decision was made at their last meeting to have Distance Education send one rep on rotational basis as a “floating member”. Debbie reported that the SLO Committee had reservations about that as well and asked to make a similar floating assignment, so that Debbie could also serve on both committees. A decision on that has not been reported.</p>		
<p>3. PRT report</p>	<p>It was reported that they met with the SLO committee, where a comment was made that, “you guys really have your act together”, but the question that was asked, was “where does the buck stop on reviewing SLOs?” In trying not to be judgmental, it was noted that some of the SLOs weren’t really SLOs. The best SLOs are able to prepare the student to apply for a well-paying job in that field and that was not clear for some of them. Another question raised was, “Who is reviewing them for relevance?” A suggestion to that was, since the SLOs have to go through Curriculum Committee, wouldn’t that be an adequate review of the SLO and then have it match in TracDat? It was suggested that this committee could take on that role or it could tag it on to the Curriculum Committee and just define that process.</p> <p>Thoughts?</p>		

	<p>A discussion followed regarding the process used in different areas when reviewing SLOs. Some suggestions were mentioned and more concerns were brought up about understanding where SLOs fall in the curriculum process. A comment was made as to there being confusion in understanding the process as a whole.</p> <p>Some of the suggestions made, included ideas that maybe Department Chairs could possibly have a retreat to go over SLOs with their areas or possibly having a school webinar where a test would be given at the end of the webinar that would show participation.</p> <p>Debbie said that she would speak with Kim about all the great ideas and will revisit it again.</p>		
<p>4. Important Dates</p>	<p>Bring Your Data Days – Friday, December 4th from 9am-11am & Monday, December 4th from 1pm-3pm.</p> <p>Could use ALL hands on deck for these days. Debbie said that Pamela was great with running around during the last event. Every little bit counts.</p>		
<p>D. Old Business</p>			
<p>1. Newsletter workgroup – Brent Wilson</p>	<p>Brent was not present, but Debbie gave the report for him. He said that he has the newsletter ready to go. He just needed to know if he could put things in there about the rubric. He is hopeful that it will be ready to send out in the next week or so. Debbie asked that any ideas should be sent forward and they would look at it.</p> <p>Great job to those working on the newsletter!</p>		
<p>2. ISLO #5 Rubrics – Bill Hart</p>	<p>Bill distributed the measurement rubric and reported on the handout. He said that he had sat down with</p>		

	<p>Pamela and discussed the findings including where and how the data was gathered.</p> <p>Debbie asked, who would be entering it in TracDat and what unit? What institution level and who?</p> <p>Bill said that his understanding was that it would be entered at the institutional level.</p> <p>Phil said that he would be working to get this info out and it would more than likely be handled by his area. He also suggested adding some of the relevant questions to the CSSEE survey and talked about the different ways of capturing the information from the students at different times.</p>		
<p>3. SLO Manual Report – Nathan Cole & Erica Ruiz</p>	<p>Nathan updated the committee on the status of the SLO Manual. He said that a draft should be available by beginning of next week. A lot of the components are already on web, but he’s still waiting to get Drupal training for some other components.</p> <p>Debbie asked that an email be sent to Nathan and/or Erica if there is something you would like added.</p>		
<p>E. New Business</p>			
<p>1. Review charge and membership</p>	<p>Debbie reported that the “Making Decisions Document” has still not been approved by the Academic Senate. She notified the committee that the SLO Committee charge is on the webpage, but will not be updated until the Making Decisions document is approved. She asked for the members of this committee to go on VC website and look at the charge of the membership and bring changes to next meeting.</p>		
<p>2. Revision of SUO assessments</p>	<p>Debbie reported on SUOs. She did acknowledge that the service units have been abandoned. She has met with Karen Engelsen. Debbie and Andrea</p>		

	<p>are trying to find time to visit one of their department meetings to address SUOs. Her intent is to give them and update of the training and also get them on an annual plan. That will allow them to change their outcomes sooner. It's a work in progress. Debbie reported that release time for an SUO facilitator was submitted in the program review, but they are waiting to hear if it was approved.</p>		
3. ISUO Rubric(s)	<p>There is some debate about having a #2 rubric. Most feel that it is a given, but that it is up to the service units to decide whether or not to keep it. Phil reported that he has been working with Pamela to come up with a rubric and working on ideas to get a survey together for gathering data, but still may need to come up the a rubric.</p>		
4. TracDat Training for Members	<p>Debbie distributed the handout for the days training.</p> <p>Debbie said that she would train faculty to enter findings into TracDat and possibly have another training for Bring Your Data Day.</p> <p>Debbie proceeded to provided training on the screen and answered questions in real time.</p> <p>Debbie pointed out that all of the departments should be looking at this now and because this was started in Fall 2012, it is very crucial to get it done now.</p>		
F. Action Items			
1. Approval of Minutes (October 13, 2015)	<p>Question: Was Jack Bennet present at the last meeting? Not a member; will get confirmation from sign-in sheet and remove from minutes.</p> <p>Motion to approve minutes, Bill Seconded, Jenchi</p> <p>Motion passes, minutes are approved</p>		

G. Adjournment			
	4:31 pm		
Next Meeting	Tuesday, December 8, 2015 3-4:30 pm (MCW-312)		