



**2017-2018
REVIEW, REFLECT, RESET
MINUTES
Tuesday, September 12, 2017
3:00 to 4:30 PM – MCW 312
Approved 10/10 Mtg**

Present: Phillip Briggs, Andrea Horigan, Corey Wendt, Deanna Hall, Claudia Peter, Nan Duangpun, Bill Hart, Jack Bennett, Jenchi Wu, Philip Clinton, Leah Silverman, Nathan Cole

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)
A. Call to Order		
<ul style="list-style-type: none"> • Welcome new members • Review/Approve Minutes from April 11, 2017 	<p>There were 8 handouts - 7+ agenda. Handouts were distributed and introductions made for new attendees around the table. Minutes from last April meeting to be tabled and reviewed for next meeting.</p> <p>Announcement: Bill will be here for the next 9 days, so this is his last meeting with SLOAG.</p>	
B. SLOAG Logo		
<ul style="list-style-type: none"> • Explanation • Committee Name – Should it reflect SUO's? 	<p>Andrea presented the newly designed logo. She explained that Nathan had created it and is very visual. They want to make sure that everyone is okay with it before making it official. C. Wendt's suggestion was to find a way to include the service units in the design and logo somehow by possibly changing the S to C. Another suggestion made was to rename SLOAG to College Learning Outcomes (COG). Other suggestions for redesigning the logo were discussed and presented.</p> <p>A. Horigan asked C. Wendt to go back and ask the service areas what they think about the idea of changing the name.</p>	<p>All present were in favor of changing the group name to College Outcomes Group from SLOAG w/one abstention.</p>
C. Review Packets for "2017-218 Review, Reflect, Reset"		
<ul style="list-style-type: none"> • Course List • CSLO/ISLO Review Form • PSLO Review Form • Verification Form 	<p>This year the group is going to review SLO/SUOs.</p>	

<p>Review/Amend/Approve Timeline for "2017-218 Review, Reflect, Reset"</p>	<p>Debbie, Nathan and Andrea came up with the new process last year. Phase 1 is a review phase and will be available electronically. All courses have to be completed in this phase.</p> <p>A. Horigan reviewed and explained the forms that were distributed. She explained how ACJCC accepts terms for SLO/SUOs. She added that there has to be an action for each SLO and for each course. Andrea facilitated the discussion that followed.</p> <p>COG will review all SUOs submitted. The Curriculum Committee should not be responsible for deciphering the SLOs.</p> <p>The Phase 1 forms were designed to not be overly cumbersome for most and need to be done. The forms will be sent and explained at the next department chairs and deans meeting. A. Horigan and N. Cole need to get more support from them to complete them. A. Horigan explained that this is coming from the state and is a state mandate.</p> <p>Training/Workshops will be scheduled to assist in completing the forms.</p>	
<p>D. TracDat Access</p>		
<ul style="list-style-type: none"> Who has access and to what? 	<p>A. Horigan realizes that not everyone has access to TracDat. It was turned off to make the necessary corrections. They didn't want people going in and changing stuff until the reset information had been distributed and explained.</p> <p>They would like for those with access to have been appropriately trained in order to make any changes in TracDat.</p> <p>COG will talk about closing the loop in the Spring. The \$\$ item has to have a loop closed. "No SLO, No Dough"</p> <p>Nathan says that we should give people things to complete in doses</p> <p>A quick timeline was discussed. Prior to the end of the semester, sometime in November, towards the end, turn in late courses. Sept 26 send out these packets until October 22nd. Spring, rubrics and reset dates in TracDat and setting it up for cycle and closing the loop. 11/7, pass out to committee members, due Oct 31 and give us a week to review.</p>	
<p>E. Documentation to Record SLO/SUO Discussions in Department/Division Meetings</p>		
<p>F. Curriculum Committee & SLO</p>		

Responsibilities		
<ul style="list-style-type: none"> • Our Roles • Aid with meeting attendance & SLO oversight 	<p>A call for more volunteers to serve on the Curriculum Committee was made.</p> <p>A reminder that Debbie had served on that committee for several years, but now that she has taken on the role of dean, the COG needs another representative to attend the Curriculum Committee. The role of the representative will be making sure the SLOs match what is in TracDat and what is in CurricuNet.</p>	
G. SLOAG Workshops		
<ul style="list-style-type: none"> • Friday, September 22, 2017 (12 to 1 PM): SUO's - "Why We Assess Annually?" • Wednesday, October 11, 2017 (3:30 to 5:00 PM) - How to Review & Reflect: Packet Explanation • Friday, November 1, 2017 (3:30 to 5:00 PM) - Build Better Rubric & Creating Stronger SLO's • Wednesday, December 13 (12 to 2 PM) - Data Day 	<p>A. Horigan went over the workshops listed and quickly explained what will be covered in them.</p> <p>A. Horigan and N. Cole would like to have a two hour block every other Wednesday from 11:30am-1:30pm, to help with filling out the forms.</p> <p>Bill gave a nice compliment on the forms that were created.</p>	
H. Adjournment		
	Meeting ended @ 4:07 pm	