

VENTURA COLLEGE
Student Learning Outcome Advisory
Tuesday, October 11, 2016
3:00pm-4:30pm
MCW-312
Approved 11/8 Mtg

Present: Richard Torres, Chief Sidnam, Jenchi Wu, Maureen Eliot, Nathan Cole, Brent Wilson, Jack Bennett, Deanna Hall, Philip Clinton, Phillip Briggs, Debbie Newcomb, Andrea Horigan, Bill Hart

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Assigned to:
A. Call to Order			
	Debbie began meeting @ 3:02 p.m.		
B. Announcements/Information Items			
1. Introductions	Requested by Bill Hart ASVC still trying to place reps		
2. SLO division updates from/to committee members	A comment was made regarding the reporting of the number of SLOs being assessed. The question was raised as to how many SLOs were not assessed. Phil advised the group that questions for program review will change for next year based on feedback. Debbie reported that she is creating reports through TracDat now. These reports will assist in the data collection. DE Committee – Andrea reported that SLOs will be on future committee agendas. A major topic discussed during their last meeting was regarding the manner in which Dept. Chairs would record topics in the meeting minutes and what would constitute as evidence for		

	<p>accreditation purposes. When departments meet and take minutes, the recorder should make sure that findings are discussed and the tools used are noted.</p> <p>Debbie reported on her discussions with the accreditors during their visit. She said that some good points were brought up regarding program review and accreditation. The one thing that was not great were on the discussion of findings. The accreditation team did seem impressed with the SLO handbook and they also went into TracDat. It was noted that a lot of people didn't close the loop.</p> <p>Bill thanked Debbie, Phil and Andrea for all of the work done and in representing the committee with the accreditation team.</p>		
3. Fall SLO Workshops	<p>a. TracDat Training & SLO Tips – October 14th @ 9am This Friday meeting will be for department chairs, same place, same room as last time (MCE-340)</p> <p>b. Assessing SLOs Using Canvas – November 18th</p>		
4. TracDat Training Day for Committee Members	This meeting will be on December 13 th @ 3pm. Debbie said she will bring laptops so that it is interactive.		
5. Bring Your Data Day	This meeting will be on December 14 th , from 10am-3pm; drop in all day. The goal is to get those SLOAG members who attend the first day, to help the next day. There will be snacks and coffee.		
C. Old Business			
1. Revision of 2016-2017 goals	<p>Debbie presented the improvement plan on the screen. She explained that it's the same continuous improvement plan from last year but simplified and she wanted the group to be sure that it was okay with the goals.</p> <p>A discussion regarding program review ensued and several ideas were brought forward for streamlining the process. Debbie informed that group that TracDat does not aggregate information from the different instructors teaching the same course.</p>	<p>Motion to accept goals as amended – Andrea Horigan Seconded – Chief Sidnam</p> <p>Note: Advisory group is not Brown Act.</p> <p>Motion passed.</p>	Felicia to update charge on the website.

	Made amendment on the charge and will be forwarded to Alex for Academic Senate approval.		
2. Workgroup reports	<ul style="list-style-type: none"> ISLO-4 Forum workgroup – Topic: Information Literacy - Jack & Brent are going to help coordinate the forum. Jenchi and Maureen will plan refreshments and there is a need for volunteers to do presentations. Andrea will communicate with those who were suggested as possible speakers. The event will be held on Valentines' Day and will count as the February meeting. Newsletter workgroup – Brent & Nathan A front cover example of the flyer was passed out for the group to look at. Some corrections for the flyer were noted and will be sent to Brent. 		
D. New Business			
1. Policy for Adding & Archiving Courses in TracDat	<p>A discussion regarding issues with adding and deleting courses in TracDat followed. Debbie advised the group that the courses in TracDat needs to match the catalog.</p> <p>Then another discussion with the curriculum process and how courses flow through the system for approval ensued. Debbie explained the process of how courses are added and removed in TracDat and asked for the group's thoughts and opinions on this to take back to the Curriculum Committee. It is clear that a more linear process is needed so that everyone is aware of what is going on and courses are not being deleted without making sure others are aware. She added that reports of courses with their SLOs are run and uploaded to the website during the months of March or April.</p>	<p>Motion to approve the policy discussed – Phil Clinton Seconded – Jenchi Wu</p> <p>Motion passed.</p>	
2. Year of Reflections & Continuous Improvement	<p>Phil asked those in attendance to get into clusters of a few people and come up with ideas for the Year of Reflection & Continuous Improvements.</p> <p>Ideas from the groups written on the board:</p> <ol style="list-style-type: none"> Review of SLOs – measurable? Avoid "know" & "understand" 		

	<ol style="list-style-type: none"> 2. Process of changing SLOs in CurricuNet 3. Division Mtg to get everyone on same page (All divisions meet together) <ol style="list-style-type: none"> 3a. How do SLO's fit with student success on campus (Add to Equity, ATD, etc.) 4. Having Time/Reminders to clean-up assess cycle for cancelled classes. 5. SLO standardized assess for all classes @ mid-term then Re: Assess @ Final "Closing the Loop" 6. Re-write/Add/Delete SLO's Clean-up 		
E. Action Items			
1. Approval of Minutes (September 13, 2016)	Minutes for September meeting reviewed and not changes or corrections to record.		
F. Meeting take-aways			
	<ol style="list-style-type: none"> 1. Congratulations given to Debbie as the rehire committee chair. 2. Comment made that this SLO is a good, functional group and it has come a long way. 3. Comment was that there is life after accreditation. 		
4. Adjournment			
	@ 4:20PM		
Next Meeting	Tuesday, November 8, 2016 – Election Day 3-4:30 pm (MCW-312)		