

**VENTURA COLLEGE**  
**Student Learning Outcome Advisory**  
**Tuesday, November 8, 2016**  
**3:00pm-4:30pm**  
**MCW-312**  
**Approved 1/10/17 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:
<b>A. Call to Order</b>			
	Meeting began @ 3:10 pm		
<b>B. Announcements/Information Items</b>			
<b>1. SLO division updates from committee members</b>	<ul style="list-style-type: none"> <li>• Nathan reported that SLOs have not been mentioned at <del>in his division meetings</del> <b>department</b> and it is already coming on December. He said that he has been trying to get people on board about SLOs and asked if either Debbie or Andrea would be willing to attend one of his division meetings. They normally meet on Wednesdays at 11am and will follow-up to schedule a date for them to attend a meeting.</li> <li>• Bill said that his understanding was that his area did not have to do an SLO.</li> <li>• Jack reported that the Math Department always does SLOs. He said that he was not sure if it is a normal agenda item for discussion <b>but they are discussed frequently</b>. Debbie asked if they had actually discussed findings.</li> <li>• Andrea said that her division doesn't meet, so they haven't discussed them.</li> <li>• Debbie also reported that SLOs have not been discussed</li> </ul>		

	<p>because there have been no meetings. She said that her department are doing SLOs and will be working on them.</p> <ul style="list-style-type: none"> <li>Deanna reported that all <b>remaining</b> classes are being assessed this semester. The cycle is done this semester and is totally on board with getting them done. She said that SLOs always on the agenda. At the next meeting, they will start looking at the findings. It will be more about “what we are practicing is what we are preaching” and showing students what it’s all about.</li> </ul> <p>Added comment: We had a rough start on campus for SLOs and things are getting calm and in gear.</p>		
<b>2. Curriculum Committee resolution on SLOs</b>	<p>Resolution was attached to the agenda. Debbie gave background on what happened at the last Curriculum Committee meeting and gave an example. She said this resolution was presented to the Curriculum Committee on Nov. 1<sup>st</sup>. She reported that the resolution was already approved through the Curriculum Committee and wanted this group to know.</p>		
<b>C. Old Business</b>			
<b>1. TracDat Version 5 training for committee members – Dec. 13th 3:00</b>	<p>This training is during finals week. Debbie said that Phil wants to have a test afterwards. The invite has not been sent out for this meeting, but Debbie has met with various groups at department meetings to give support.</p>		
<b>2. Workgroup reports</b> <ol style="list-style-type: none"> <li>a. ISLO-4 Forum (Feb. 14, 2017)</li> <li>b. Newsletter</li> </ol>	<ul style="list-style-type: none"> <li>There isn't any need to have a meeting about the ISLO-4 Forum. Debbie will printed what different volunteers are in charge of and pass around a sign-in sheet and we won't have to meet. It is the 4<sup>th</sup> forum now and have gotten pretty good at them.</li> <li>Brent reported on the progress of the Newsletter. He said that he tried to send it out, but it went out to the wrong person and will send it out again tomorrow.</li> </ul>		
<b>3. Draft a proposal for “Year of Reflection”</b>	<p>This is a concept that Debbie would like to present to the College Planning Committee for the February meeting. The only time we have to finalize this would be at today's meeting and to tweak it as needed in January. Debbie</p>		

	<p>displayed the ideas presented at the last meeting. A lengthy discussion began and the committee brainstormed their ideas and wrote them on the board. A timeline discussion for assessing SLOs and feedback to complete handout continued, while Debbie facilitated the discussion and answered questions.</p> <p>Bill feels that SLOs fit perfectly in the conversation with student success being part of the conversation, especially working on grants. The feedback from <del>another instructor</del> <b>Maureen Elliot</b> was that she had mentioned SLOs to some of her students and was surprised of the low number of students who had any idea of what an SLO is and how it impacts them as students. Not enough students are aware of SLOs. This group would like to try to find ways of getting SLOs as part of the discussion in meetings. Andrea said that she would like to see it in a calendar format and that it would be more helpful.</p> <p>Having the VPs and/or the President attend the April meeting would help send the message of how important SLOs are for the college. This group could have a rubric and checkoff sheet in place to present all together and give a timeline breakdown, but it needs to go out sooner than August. It's also important for people working on SLOs to know that they don't need to start all over and that most of the hard work is almost done.</p> <p>At the end of the discussion, Debbie congratulated the group on the great work and said that it looks like a really good plan. All it needs now is a catchy name to present to CPC.</p>		
<b>D. New Business</b>			
<b>1. None</b>			
<b>E. Action Items</b>			
<b>1. Approval of Minutes (October 11, 2016)</b>	Minutes approved by consensus. No corrections made.		

<b>F. Meeting Takeaways</b>			
	<ol style="list-style-type: none"> <li>1. Nathan wrote on the wall</li> <li>2. Nathan said Debbie made him</li> <li>3. Good start for a plan</li> </ol>		
<b>G. Adjournment</b>			
	<p>Meeting adjourned @ 4:30 pm  Carry in laptops for the December meeting</p>		