

VENTURA COLLEGE
Student Learning Outcome Committee
Tuesday, September 8, 2015
3:00pm-4:30pm
MCW-312

Present: Debbie Newcomb, Jenchi Wu, Erica Ruiz, Andrea Horigan, Pamela Yeagley, Rebecca Russell, Vandana Gavaskar, Brent Wilson, Nathan Cole, Bill Hart, Alex Kolesnik, David Reed, Claudia Peter, Lynn Wright, Kim Hoffmans, Phillip Briggs

Recorder: Felicia Torres

Minutes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|---|----------------------|---------------------|--------------|
| A. Call to Order | 3:14 PM | | | |
| B. Public Comments | Administration & Faculty – Phil and Debbie | | | |
| C. Announcements/Information Items | We had one volunteer present – 1 st time ever, applause | | | |
| 1. Introduction of members | | | | |
| 2. SLO division updates from/to committee members | None | | | |
| 3. Update from Curriculum Institute | It was stated that SLOs are here to stay. A report was given from Curriculum Institute. SLOs will need to be ready for next accreditation visit and will be held to standard. Friday's workshop on "Closing the Loop" will cover that. -send email to Pamela Yeagley -sent to department chairs and coordinators to disseminate | | | |
| D. Old Business | | | | |

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| <p>1. Review of last year's goals and rubric</p> <p>a) Establish a plan and timeline for the development of an SLO manual for faculty/staff</p> <p>b) Facilitate, maintain, and evaluate an ongoing focus of quality control for the overall SLO process, including the "closing the loop" process.</p> | <p>Need someone to write up policies and procedures; looking for volunteers</p> <p>-have them, just not officially written down</p> <p>-Asked for someone to head up the start of the process</p> <p>Reviewed Goal #2 Rubric handout:</p> <p>-second page</p> <p>TracDat started in 2012; some department have not participated</p> <p>-someone recommended that a report on rubric items be given at least a couple of times p/semester</p> <p>Reviewed Self-Study Results handout:</p> <p>-Andrea H explained the survey results to the committee</p> <p>-Kim H said that the campus as a whole should be asking questions; Has the COR been updated? And, are there SLOs?</p> <p>One comment in survey that was most repeated was that there should be mandatory trainings.</p> <p>It was surprising to some that some still say that SLOs are still not discussed at meetings especially with the push last year to get departments to meet regularly.</p> <p>The SLO handbook expected to be approved in Spring 2016.</p> | <p>Add SLO handbook to agenda as a standing item to get regular updates</p> <p>Goal #2 rubric to be approved by April 2016</p> | | <p>Nathan Cole and Erica Ruiz to do handbook</p> |
| <p>2. ISLO#5 Workgroup</p> | <p>Creating a Rubric for ISLO #5</p> | | | <p>Bill Hart</p> |
| <p>3. ISUO Forum – January flex day</p> | <p>May offer 2 sessions so that all services can attend. Need support from administration and funds to hold these sessions.</p> | | | |

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| 4. Newsletter workgroup | Discussion regarding a newsletter and there was strong agreement that it was a good idea for a Fall & Spring edition. | | | Brent Wilson (volunteered) |
| E. New Business | | | | |
| 1. Election of committee chair | Andrea H. nominated Debbie Newcomb as co-chair. Jenchi Wu seconded it. Committee voted to elect Debbie N. as co-chair. | | | |
| 2. Curriculum Committee request | Request for someone from this committee to volunteer to attend Curriculum Committee in case Debbie is not there, then an extensive discussion regarding release time for faculty to have release time followed. As a group, it was agreed that Debbie would continue to attend but are uncomfortable with making this a required position. | | | |
| 3. 2015/16 goals | Debbie proposed to continue with goals until next year with minor wording revisions. The final handbook document should be finished before May. | Bring final goals document for vote at next meeting. | | |
| 4. TracDat training for committee members | Tabled for next meeting. | | | |
| 5. Quality Assurance tasks | Tabled for next meeting. | | | |
| F. Action Items | | | | |
| 1. Approval of Minutes (April 14, 2015) | Andrea H. moved to approve. Lynn W. seconded. Minutes were approved. | | | |
| G. Adjournment | | | | |
| Next Meeting | 4:34 pm Tuesday, October 13, 2015 3-4:30 pm (MCW-312) | | | |